



Accounts Receivable

Cash Receipts

Training Guide

Version 3.4

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About This Training Guide

TRAINING GUIDE DESCRIPTION

AFIS Accounts Receivable (AR) functionality supports the billing, tracking, and collection of money owed. It is integrated with AFIS Accounts Payable, Budgeting, General Accounting and Cost Accounting functionality. This training guide covers the AFIS AR features for the entering and managing of cash receipts.

The processes described in this training guide are for reference only. Individual agencies may have additional requirements. Please contact your agency management for clarification regarding your agency's policies and procedures.

TRAINING GUIDE OBJECTIVES

In this training guide, you will:

- Review the basic Navigation of AFIS using Tables, Documents and Queries
- Review the AR Lifecycle and Cash Receipt Event Types
- Perform Cash Receipt document processing
- Research Cash Receipts using Reference and Query Tables
- Perform Cash Receipt document maintenance
- Examine Cash Receipt reports

TERMINOLOGY

Key terms and definitions used throughout this training guide are listed in Table 1.

Table 1: Terminology

Term	Description
Accounting Line	The fields in a document's Accounting section where users, at a minimum, enter a set of Chart of Accounts codes comprising a funding distribution and an Event Type (may use default).
Accounting Template (ACTPL)	A predefined set of Chart of Accounts elements that can be inferred to a document accounting line as a soft inference, meaning accounting elements may still be entered on a transaction that are not overwritten by elements defined on the Accounting Template.
Address ID, Address Code	The code that identifies addresses for a vendor or customer. These are established as part of Vendor/Customer setup.
Address Type	A pre-defined code that categorizes the purpose of each address associated with a Vendor/Customer on VCUST. For a customer the address type will be "Billing".
AFIS	Stands for Arizona Financial Information System. A web-based application for

Term	Description
	the State's Financial Management.
Billing Profile	A set of rules defining creation and management of customer bills.
Billing Profile (BPRO) table	The table that stores the rules that define the creation and management of customer bills, such as billing type, billing instructions, collection parameters, and special accounts options are defined on the Billing Profile (BPRO) table.
Billing Type	Indicates the type of customer billing and is an option on the BPRO table. Valid values are: Invoice, Statement, Both, No Billing Required, and Cost Accounting Billing.
Cash Receipt (CR) document	An Accounts Receivable document used to record all monies collected, including collections against outstanding receivables, customer accounts, pre-payments, non-sufficient funds (NSF), and cash-basis collections with no document or customer account reference.
Cash Receipt TRIRIGA (CRTRI) document	A Cash Receipt document created manually for payments, related to TRIRIGA activity.
Cash Receipt Web Portal Interface (CRWP) document	An Interface generated Cash Receipt document for processing payments via the State's Credit Card portal/website.
Collections Processing	Actions taken to receive payment from customers with delinquent bills.
Copy Forward	Functionality that enables a user to copy pertinent information from a finalized existing source document into a new Document Type whose purpose is to reference or liquidate the source (copied) document. For example, a Receivable document (RE) could be copied forward to Cash Receipt document (CR).
Customer	A business or individual set up within the AR functionality that owes the State money.
Customer Account	The combination of Customer, Department, Unit and Billing Profile, that creates a unique entity for receivable activity processing.
Customer Code	The unique identifier assigned to a customer. A customer can also be a vendor, allowing users to enter information only one time when an entity doing business with the State is both a vendor (payable) and a customer (receivable). Unique address types for payables and receivables are required in order to pay a vendor or bill a customer.
Document Catalog	Serves as a repository for all document forms created in AFIS, and the central location in the system where all documents can be queried and processed by selected actions.
Document Codes	Forms used to enter and record financial transactions and activities in AFIS.
Document Phase	A point in time within the document processing lifecycle. Common phases are Draft, Pending, and Final.
Electronic Funds Transfer (EFT)	The electronic movement of data between banks which results in a fund transfer between bank accounts.
Event Type (ETYP)	Identifies and records the type of financial activity for an accounting line of a document. For all accounting based documents, and certain non-accounting documents, every accounting line must have an Event Type. You can either enter the Event Type or use the default provided by the system.

Term	Description
Function	A Chart of Accounts element that can be inferred to a document accounting line as a hard inference, meaning any accounting elements already entered will be overwritten by the Function and changing fields inferred by Function is not allowed.
Grid	A list of records displayed in a table format. Up to 10 records are typically displayed at one time.
Inferred Values	Values that are automatically populated based on previous entries in the system.
Internal Exchange Transaction (IET) document	A document used to pay for goods or services between agencies (internal customers) in AFIS.
Invoice	A form requesting payment for a specific receivable.
Invoice Generation	The offline process that produces invoice forms and the invoice register.
Jump to	Used to navigate directly to a specified page within AFIS.
Page Search	Used to find and navigate to any page in AFIS.
Parent	Also referred to as the Headquarter account, the parent is set up on the VCUST table. The Headquarter or parent represents the legal entity or ownership entity of an organization. Multiple vendors or customers can be associated with one parent.
Posting Line	The level of a document with the most detailed accounting information. It is a common source of information used to update most of the system.
Primary Navigation Panel	A menu at the top of the screen that allows quick navigation to specific pages via Jump to, Home, and Help icons.
Receivable (RE) document	An Accounts Receivable document used to bill internal and external customers for goods or services in AFIS. It is an accounting transaction that establishes a receivable to recognize that money earned now will be received in the future.
Query Page	Pages that display summary and detailed information from successfully processed documents, for viewing only (not for modification).
Reference Tables	Pages that control how the application functions and provide valid values (codes) for data entry. Some of these pages are updated by batch or document processing while others can be updated by users who have appropriate security authorization. Accounts Receivable (AR) reference tables determine how the Receivable (RE) and Cash Receipt (CR) documents generated should post to journals, as well as infer values on the documents.
Secondary Navigation Panel	A menu that changes depending on what type of page the user is on. The Home Page includes standard options and access to History and Favorites. Multi-page tables include menus to navigate through sections of a table. Documents include menus to navigate through sections and features of a document.
State Treasurer Adjustment	A document used to manually record a reconciling adjustment.
Statement	A form reflecting the status of a customer account and requesting payment for unpaid, due amounts.
Statement Generation	The offline process that produces statement forms and the statement register.

Term	Description
System Options (SOPT)	A table that provides a set of characteristics that guide budget and accounting activities. Each control or option that is set on SOPT is associated with a business rule that drives events and actions throughout AFIS.
Vendor Code	The unique identifier assigned to a vendor. A vendor can also be a customer, allowing users to enter information only one time when an entity doing business with the State is both a vendor (payable) and a customer (receivable). Unique address types for payables and receivables are required in order to pay a vendor or bill a customer.
Vendor/Customer (VCUST) table	The primary repository for vendor and customer information. Records may be defined for use as a vendor, a customer, or both. Records are added to this table through a Vendor Customer Creation (VCC) based document and modified through a Vendor Customer Modification (VCM) based document. Multiple VCC and VCM documents are available depending on the user establishing the vendor or customer.
Workflow	An online approval process for documents.

LIST OF ACRONYMS

Table 2 lists the acronyms used in this training guide.

Table 2: List of Acronyms

Acronym	Definition
ACH	Automated Clearing House
ACTPL	Accounting Template
AFIS	Arizona Financial Information System
AP	Accounts Payable
AR	Accounts Receivable
BPRO	Billing Profile
BSA	Balance Sheet Account
CA	Cost Allocation
CACR	Cost Accounting Cash Receipt
CACT	Customer Account Options Table
CAFR	Comprehensive Annual Financial Report
CARE	Cost Accounting Receivable
CBALDQ	Cash Balance Detail Query
CL	Collection Agency Referral
COA	Chart of Accounts
CR	Cash Receipt
CRTRI	Cash Receipt TRIRIGA
CRWP	Cash Receipt Web Portal Interface
CUSTA	Customer Account Information
CUSTS	Customer Information
DADJ	Department Adjustment

DEPT	Department
EFT	Electronic Funds Transfer
ETYP	Event Type
FBALDQ	Fund Balance Detail Query
GAX	General Accounting Expense
GAXR	Revenue Refund Payment Request
IET	Internal Exchange Transactions
JACTG	Accounting Journal
JV	Journal Voucher
RCBD	Reserved Credit Balance table
RDET	Receivable History and Reference query
RE	Receivable
RESTA	Receivable Search
RETRI	Receivable – Real Estate
SOPT	System Options
STADJ	State Treasurer Adjustment
UCBD	Unreserved Credit Balance table
VCC	Vendor Customer Creation based document
VCM	Vendor Customer Modification based document
VCUST	Vendor Customer Table
WO	Write Off
WOAGA	Write-Off clone for AGA use

1. Navigation Refresher

Learning Objectives

In this lesson, you will:

- Review the basic access and navigation of a reference table
- Review the basic access and navigation of documents using the Document Catalog
- Review the navigation tools and searching records within a query

Lesson Overview

As with any software, it is important that users understand how to navigate through various menus and features in order to complete tasks efficiently and accurately. AFIS uses a Web interface to display the types of application pages used to process financial information. This lesson reviews the navigation of AFIS as it pertains to Cash Receipt processing by looking at reference tables, documents and queries that are used throughout this Cash Receipts training guide. Understanding how to use these three types of pages is important, because it makes it easier for you to search for a particular type of page and navigate between them. Pages are referred to in two different ways: the Page Description and the Page Code.

1.1. Navigation Review: Reference Table

Reference tables are used to store information within the system. The information in some of these reference tables can be created and modified by anyone with the required security permissions. All reference tables can be accessed through Page Search or Jump to field at the top of the screen. This example uses the Vendor/Customer (VCUST) reference table.

ACTIVITY 1.1

Navigate to the Vendor Customer Reference Table

Scenario

You want to review the navigation features in AFIS. You will use Page Search to locate the Vendor Customer (VCUST) reference table.

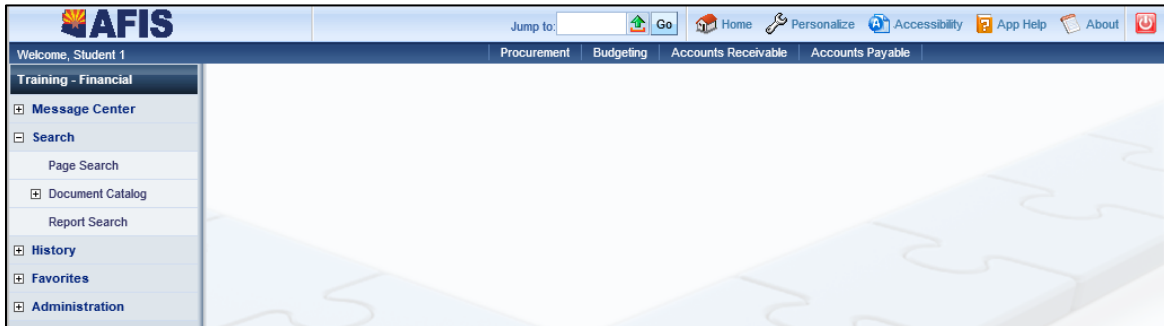
Setup

- ✓ User is logged into the AFIS Home Page.

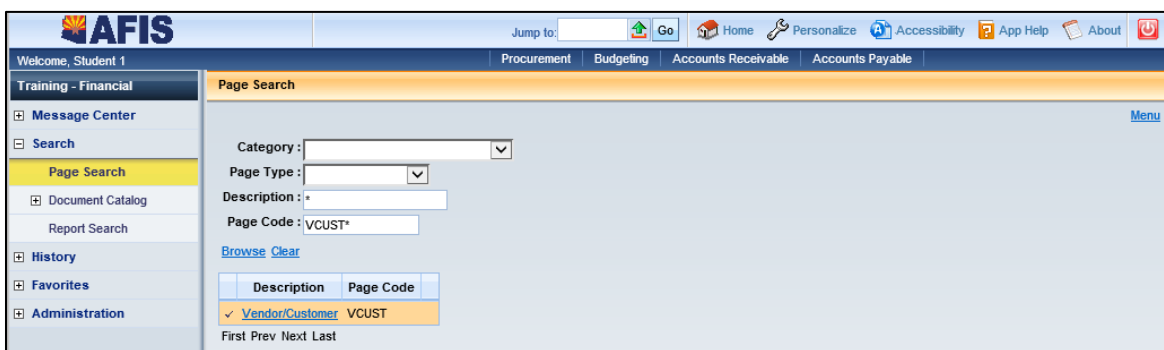
Steps

A. Navigate using Page Search.

1. In the Secondary Navigation Panel on the left, click **Search**.



2. Click **Page Search**.
3. In the **Page Code** field, type **VCUST**.
4. Click **Browse**.



5. In the list of reference tables that appears below the search fields, click **Vendor/Customer**.

B. Navigate using the Search tool within a table.

1. In the Search popup window, in the **Vendor/Customer** field, enter **VC*003**.

2. Select John Eppinett, **VC0000000003**.

The screenshot shows the AFIS application interface. The 'Vendor/Customer' table is displayed with the following data:

Vendor/Customer	Legal Name	Alias/DBA	Vendor Active Status	Customer Active Status
VC0000000003	John Eppinett		Inactive	Active

The left navigation panel shows 'Vendor/Customer' selected. The top navigation bar includes links for Procurement, Budgeting, Accounts Receivable, and Accounts Payable.

3. Click **Ok**.

C. Explore the Vendor Customer table.

1. In the Vendor Customer Secondary Navigation Panel, click **Address**.
2. Observe the Address information.

The screenshot shows the AFIS application interface with the 'Address' form open for John Eppinett. The form displays the following information:

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
Billing	9192 E. San Salvador Drive	Scottsdale	AZ	85258	John Eppinett

The form also includes fields for 'Vendor/Customer' (VC0000000003), 'Active From' (07/05/2014), 'Active To', 'Default Record', 'Mail Returned', and 'Active Address' (Yes). The 'Address Information' section shows details like 'Address ID' (AD001), 'Country Phone Code' (1), 'Phone' ((480) 938-2231), 'Street 1', 'Street 2', 'City' (Scottsdale), 'State/Province' (AZ), 'Zip/Postal Code' (85258), 'DUNS', 'Extended DUNS', 'CAGE Code', 'County', 'County Name', and 'Country' (USA).

3. Click **Home** in the Primary Navigation Panel, to return to the Home Page.

1.2. Navigation Review: Document

The information stored in reference tables gets updated by documents. Some documents update the information on multiple tables. The Document Catalog is used to create documents and to search for documents based on Code, Department, Unit, or ID. It can also be searched by User Information using User ID (created by) and Date (created on), or by Document State using Function, Phase or Status fields. This example uses a Cash Receipt (CR) document.

ACTIVITY 1.2

Navigate to a Cash Receipt Document

Scenario

To review the navigation features in AFIS, use the Document Catalog to find a Cash Receipt (CR) document.

Setup

- ✓ User is logged into the AFIS Home Page.

Steps


- A. Navigate using the Document Catalog.
 1. From the Secondary Navigation Panel on the left, click **Search**.
 2. Click **Document Catalog**.

The screenshot shows the AFIS Document Catalog interface. The left sidebar contains a navigation menu with the following items: Training - Financial, Message Center, Search, Page Search, Document Catalog (highlighted), Report Search, History, Favorites, and Administration. The main content area is titled 'Document Catalog' and includes a 'Create' button. Below this is the 'Document Identifier' section with input fields for Code, Unit, Dept., and ID. There are also sections for 'User Information' and 'Document State'. At the bottom, there is a table with columns: Code, Dept., Unit, ID, Comments, Version, Function, Phase, Status, Date, User ID, Amount, and Active. Navigation links like 'Open', 'Validate', 'Submit', 'Copy', 'Browse', 'Clear', 'First', 'Prev', 'Next', 'Last', and 'Menu' are visible.


3. In the **Code** field, enter **CR**.
4. In the **Dept** field, enter *the value on your student data card*.
5. In the **Document ID** field, enter the data from *your student data card*.
6. Click **Browse**.

7. In the list of documents, click the **Document ID** that corresponds with the data from *your student data card*.

Document Catalog

[Create](#) 

▼ **Document Identifier**

Code :  Unit :

Dept. : ID :

► **User Information**

► **Document State**

[Browse](#) [Clear](#)

[Open](#) [Validate](#) [Submit](#) [Copy](#) [Action Menu](#)

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	CR	101		ST 1 8.2.1	No	1	New	Draft	Held	10/27/14	Training5	\$175.00	Yes
<input type="checkbox"/>	CR	101		STU 1.1.2	No	1	New	Historical (Final)	Submitted	10/15/14	Training	\$525.50	Yes
<input type="checkbox"/>	CR	101		STU 1.1.2	No	2	Cancellation	Final	Submitted	10/16/14	Training	\$525.50	Yes
<input type="checkbox"/>	CR	101		STU 1.1.2 A	No	1	New	Historical (Final)	Submitted	10/16/14	Training	\$525.50	Yes
<input type="checkbox"/>	CR	101		STU 1.1.2 A	No	2	Cancellation	Final	Submitted	10/16/14	Training	\$525.50	Yes
<input type="checkbox"/>	CR	101		STU 1.1.2 B	No	1	New	Final	Submitted	10/16/14	Training	\$525.50	Yes
<input type="checkbox"/>	CR	101		STU 1.1.2B	No	1	New	Final	Submitted	10/16/14	Training	\$525.50	Yes
<input type="checkbox"/>	CR	101		STU 1.1.3	No	1	New	Historical (Final)	Submitted	10/16/14	Training	\$200.00	Yes
<input type="checkbox"/>	CR	101		STU 1.1.3	No	2	Cancellation	Final	Submitted	10/16/14	Training	\$200.00	Yes
<input type="checkbox"/>	CR	101		STU 1.1.3 A	No	1	New	Final	Submitted	10/16/14	Training	\$200.00	Yes

First Prev [Next](#) [Last](#)

[Menu](#)

B. Explore the Cash Receipt document Header section.

1. Observe the Document information at the top of the screen, including Type, Dept, ID, Version, Function, and Phase, and the document menu button.

- Observe the fields on the General Information tab.

The screenshot shows the AFIS Cash Receipt(CR) form with the General Information tab selected. The form is divided into two main sections: Document Information on the left and Bank/Deposit Information on the right. The Document Information section includes fields for Document Name, Record Date (10/16/2014), Budget FY (2015), Fiscal Year (2015), Period (4), Document Description (ARM02 - S2, CA), and various totals (Document Total: \$525.50, Actual Amount: \$525.50, Closed Amount: \$0.00, Original Amount: \$525.50, Total Currency: \$0.00, Total Coin: 0.00, Total Cash: \$0.00, Total Check: \$525.50, Total Credit/Debit: \$0.00, Total EFT: \$0.00, Total Wire Transfer: \$0.00, Total Payroll Deduction: \$0.00). The Bank/Deposit Information section includes fields for Bank Account (BK01), Cash Account, Cash Account Sub, Deposit Ticket, Deposit Date, Bank Deposit Date, Date Transmitted for Reconciliation, Date Transmitted for Audit, Method of Deposit, Deposit and Bank Category, Payment Type (Cash), Misc. Identifier, Mail Code, Escrow ID, Number of Checks (1), Central Statement Customer, and Central Statement BPRO. At the bottom, there is a summary table for Vendor, Accounting, and Posting lines, and a set of action buttons (Edit, Copy, Copy Forward, Discard, Print, Processing, Workflow, File, Close).

Document Information	Bank/Deposit Information
Document Name:	Bank Account: BK01
Record Date: 10/16/2014	Cash Account:
Budget FY: 2015	Cash Account Sub:
Fiscal Year: 2015	Deposit Ticket:
Period: 4	Deposit Date:
Document Description: ARM02 - S2, CA	Bank Deposit Date:
Document Total: \$525.50	Date Transmitted for Reconciliation:
Actual Amount: \$525.50	Date Transmitted for Audit:
Closed Amount: \$0.00	Method of Deposit:
Closed Date:	Deposit and Bank Category:
Original Amount: \$525.50	Payment Type: Cash
Total Currency: \$0.00	Misc. Identifier:
Total Coin: 0.00	Mail Code:
Total Cash: \$0.00	Escrow ID:
Total Check: \$525.50	Number of Checks: 1
Total Credit/Debit: \$0.00	Central Statement Customer:
Total EFT: \$0.00	Central Statement BPRO:
Total Wire Transfer: \$0.00	
Total Payroll Deduction: \$0.00	

Vendor	Accounting	Posting
Total Lines: 1	Total Lines: 1	Total Lines: 1
Vendor Line: 1	Accounting Line: 1	Posting Line: 1
Vendor Customer: VC0000000003	Line Amount: \$525.50	
Legal Name: John Eppinett		

- Explore the other sections of the document.

- Open the Document Navigator Panel; click the Open Document Navigator arrow on the left of the screen.



- In the Document Navigator Panel, click **Vendor**.

3. Observe the Vendor/Customer section tabs and fields.

Cash Receipt(CR) Dept: 101 ID: STU 1 1.2 B Ver.: 1 Function: New Phase: Final Modified by Training , 10/16/2014

Header

Vendor Total Lines: 1 Vendor Line: 1 Vendor Customer: VC0000000003 Legal Name: John Eppinett

Vendor Line	Vendor Customer	Legal Name	Line Amount	Suppress Pend Print	Payment Type
1	VC0000000003	John Eppinett	\$525.50	No	Check

From 1 to 1 Total: 1

Go to line: Go

List View

General Information Payment Information Reference Information Payment Order Wire Transfer

Vendor Customer: VC0000000003

Billing Profile:

Legal Name: John Eppinett

Alias/DBA:

Traveler ID:

Misc. Account: ☐

Address Code: AD001

Address Line 1: 9192 E. San Salvador Driv

Address Line 2:

City: Scottsdale

State: AZ

Zip: 85258

Country: USA

County:

AR Dept: 101

AR Unit: ALL

Vendor Contact ID: PC001

Vendor Contact Name: John Eppinette

Vendor Contact Phone: (480) 938-2231

Vendor Contact Phone Ext.:

Vendor Contact Email: jeppinette@hotmail.com

Fax:

Fax Extension:

Web Address http://:

Auto Apply: ☐

Reserve Cr Balance: ☐

Line Amount: \$525.50

Payment Type: Check

Suppress Pend Print: ☐

Currency: 0

Coin: 0.00

Line Actual Amount: \$525.50

Accounting Total Lines: 1 Accounting Line: 1 Line Amount: \$525.50

Posting Total Lines: 1 Posting Line: 1

Edit Copy Copy Forward Discard Print Processing Workflow File Close

4. In the Document Navigator Panel, click **Accounting**.

Accounting Total Lines: 1 Accounting Line: 1 Line Amount: \$525.50

Accounting Line	Line Amount	Event Type
1	\$525.50	AR02

From 1 to 1 Total: 1

First Previous Next Last Go to line: Go

List View

General Information Reference Fund Accounting Detail Accounting

Event Type: AR02 Budget FY: 2015

Line Type: A Fiscal Year: 2015

Line Type Name: Principal Period: 4

Accounting Template: Reason:

Line Description: Reclassification Date:

Line Amount: \$525.50 Reclassification Held: ☐

Currency: Trip ID:

Coin: Serial Deposit Number:

Refunded Amount: \$0.00 Foreign Currency Code:

Foreign Currency Amount:

Exchange Rate:

Assessment ID:

Tax Percentage:

5. In the Document Navigator Panel, click **Posting**.

Posting Total Lines: 1 Posting Line: 1

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Standard	A001 R003	Cash External CER	\$525.50	\$525.50

From 1 to 1 Total: 1

First Previous Next Last Go to line: Go

- D. Close out of the document.

1. When you are finished, click the **Close** button at the bottom of the document to return to the Document Catalog.
2. Click **Home** in the Primary Navigation Panel, to return to the Home Page.

1.3. Navigation Review: Query Page

The information that documents update in tables can be looked up by performing a query and certain tables are designed for this purpose. For example, customer account information can be tracked and researched with a query by using the Customer Account Information (CUSTA) table. One way to quickly access the CUSTA table is to type CUSTA into the Jump to field in the Primary Navigation Panel.

ACTIVITY 1.3**Navigate to the Customer Activity Query Page****Scenario**

To review the navigation features in AFIS, use Jump to field to navigate to the Customer Account Information (CUSTA) query page.

Setup

- ✓ User is logged into the AFIS Home Page.

Steps

- A. Navigate using the Jump to field.
 1. In the Primary Navigation Panel, in the **Jump to** field, enter **CUSTA**.
 2. Click **Go**. The Customer Account Information query page opens.

The screenshot shows the AFIS Customer Account Information query page. The top navigation bar includes the AFIS logo, a 'Jump to' field with 'CUSTA' entered, and a 'Go' button. Below the navigation bar, there are tabs for Procurement, Budgeting, Accounts Receivable, and Accounts Payable. The main content area is titled 'Customer Account Information' and includes a 'Menu Back' link. The page displays a search bar with 'CUSTA' entered and a 'Go' button. Below the search bar, there are various fields for customer information, including Customer Name, Billing Profile, Department, Unit, and Outstanding Balance. The page also displays a list of financial transactions, including Current Balance, Unliquidated Amount, Liquidated Amount, and Collected Amount. The page is titled 'Customer Account Information' and includes a 'Menu Back' link.

- B. Locate a Customer using the Search window.
 1. In the Search pop-up window, in the **Customer** field, enter **VC*003**.
 2. In the **DEPT** field, enter the data from **your student data card**.

3. Click **Ok**.

Department :

Unit :

Customer :

Name :

Billing Profile :

[Ok](#) [Clear](#) [Cancel](#)

- C. Observe the current balance information for the selected Customer.

1. Observe the current balance information as well as the breakdown of amounts billed, collected, written off, or refunded.

Customer Account Information

[Menu](#) [Back](#)

Customer	Name	Billing Profile	Department	Unit	Outstanding Balance
✓ VC0000000003	John Eppinett	ST01	101	ALL	(\$851.00)

First Prev Next Last

[Search](#)

▼ Current Balance

Customer :

Name :

Billing Profile :

Central Statement : ☐

Department :

Unit :

Unliquidated Amount :

Liquidated Amount :

Collected Amount :

Payment within Tolerance Amount :

Outstanding Balance :

Written Off Amount :

Unreserved Credit Balance :

Reserved Credit Balance :

Earned Unliquidated Rec :

Earned Liquidated Rec :

Earned Collected :

Unearned Unliquidated Rec :

Unearned Liquidated Rec :

Unearned Collected :

Refund Unliquidated Rec :

Refund Liquidated Rec :

Refund Collected :

Deposit Unliquidated Rec :

Deposit Liquidated Rec :

Deposit Collected :

Third Party Code :

Third Party Unliquidated Rec :

Third Party Liquidated Rec :

Third Party Collected :

► Credit History

[Top](#)

[Unreserved Credit Balance](#) [Reserved Credit Balance](#)

2. Click **Home** in the Primary Navigation Panel to return to the Home Page.

Lesson Summary

This lesson reviewed the basic navigation tools and methods that will be used throughout this training guide. The Jump to feature can be used to go right to a certain page or table. The Page Search and Document Catalog can also be used to search for specific table or document within the system. The next lesson will take a look at an overview of Accounts Receivable.

2. Overview of Accounts Receivable

Learning Objectives

In this lesson, you will:

- Review the Accounts Receivable lifecycle
- Identify the Cash Receipt Event Types
- Review the Chart of Accounts elements

Lesson Overview

The Accounts Receivable (AR) processes in AFIS cover the billing of customers for goods or services rendered, processing collection activities, and recording the receipt of money owed. The focus of this course is the management of payments to the State. AFIS records customer billing payments and revenue collection activities through Cash Receipt (CR) documents.

This lesson will provide a review of the AR Lifecycle, with a focus on Cash Receipts (CR), and identify the Event Types that are used on CR documents to represent a business process.

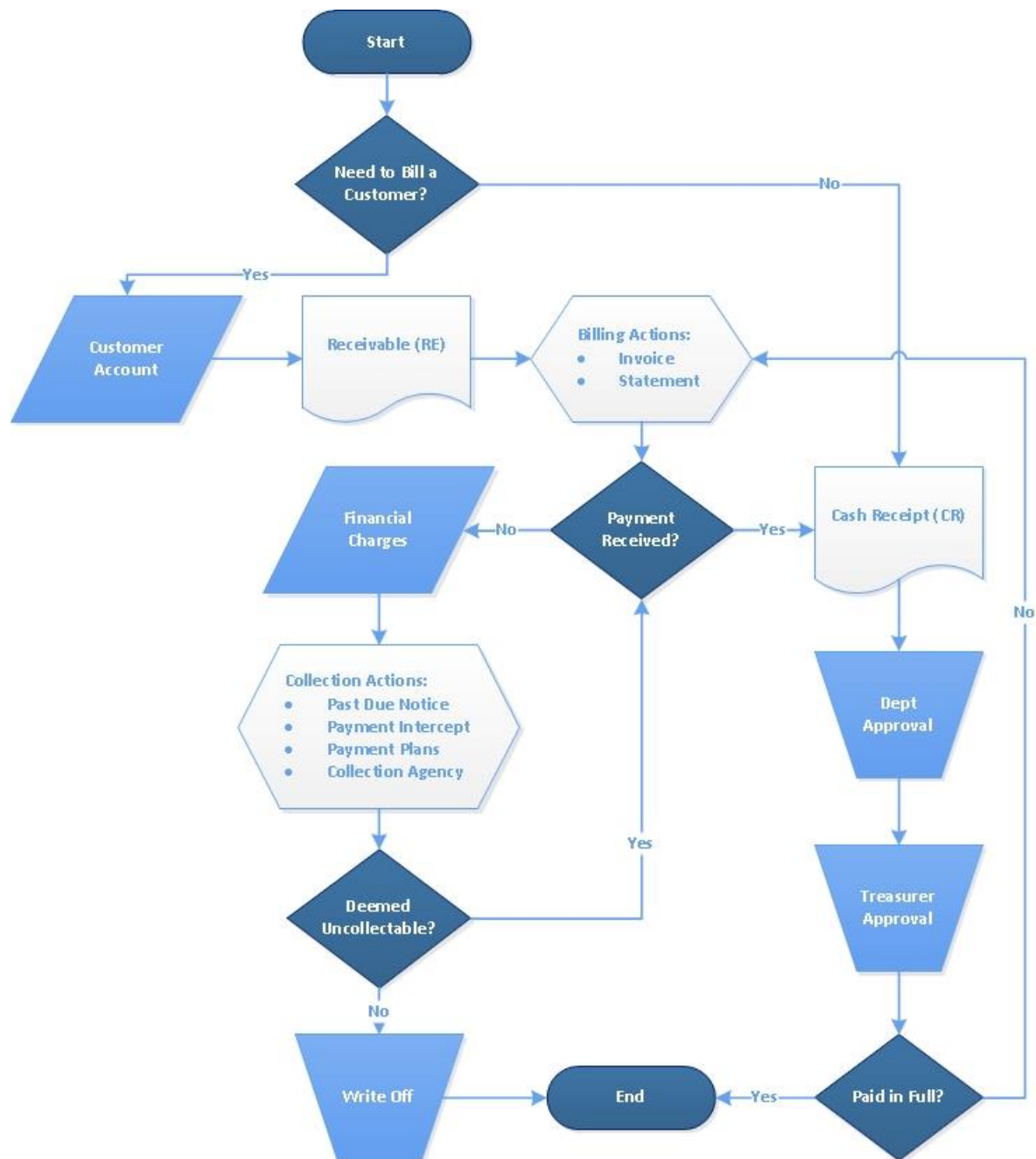
2.1. Accounts Receivable Lifecycle

The Accounts Receivable lifecycle can begin at two different steps. If a receivable needs to be recorded, the lifecycle begins with the recording of a Receivable (RE) document for the billing of State customers. In general, once the billing process has resulted in statements or invoices and the agency receives payment from the customer, the agency records the receipt of payment using a Cash Receipt (CR) document. Figure 1 depicts the full AR lifecycle. Depending on an agency's business processes, policies and procedures, some activities may not be applicable. There are also instances where the lifecycle begins at Payment Received, for example, when there is no receivable associated with the cash receipt.

Modifications to CR documents necessitate that the document be resubmitted for approval.

Modifications to the CR document should not involve a change to the overall amount, but can be used, for example, to correct chart of account elements, or update a reference. The approval path will change depending on what has been modified. If the overall dollar amount has not been modified, the CR document can be resubmitted and only requires the Department Approval. If the overall dollar amount has changed, the CR document can be approved by the Department Approver, but the CR document will then go to a Treasurer's Office approver, who will reject the document.

Figure 1: Accounts Receivable Lifecycle



2.2. Cash Receipt Event Types

Event Types are codes used by the system that represent a business process. Event Types define data elements that must be entered on the accounting line, drive updates to vendor/customer account information tables, and drive the creation of posting lines. This topic identifies the Event Types used in Cash Receipts.

Table 3 lists the permitted Event Types for the Cash Receipt document codes. The document codes cover several types of Cash Receipt documents: Cash Receipt (CR), Cash Receipt Web Portal (CRWP), Cash Receipt TRIRIGA (CRTRI) and Cost Accounting Cash Receipt (CACR) documents. Event Type code AR02 is the default, but it can be changed to any of the allowable Event Type codes for Cash Receipts documents. The CACR document is a batch generated document, which only uses Event Type ARC4.

Table 3: Event Types for Cash Receipt Documents

Document Code	Document Name	Event Type	Function
CR CRTRI	Cash Receipt CR TRIRIGA	AR02*	Collect Earned Revenue
		AR11	Collect Unearned Revenue
		AR13	Collect Pre Payment
		AR32	Collect Vendor Refund
		AR40	Collect Unreserved Overpayment
		AR41	Collect Reserved Overpayment
		AR51	Collect to Asset Account
		AR53	Collect to Liability Account
		ARC1	NSF Re-deposit (revenue source not allowed)
		ARC2	NSF Re-deposit (revenue source required)
		ARC5	Collect to Agency Fund Deposits
		ARC6	Collect to Due to Others
		TR21**	Collect Return of Unused Travel Advance
CACR	Cost Accounting CR	ARC4*	Collect Earned Revenue – Cost Reimbursement
CRWP	CR Web Portal	AR02*	Collect Earned Revenue

* denotes default Event Type for CR documents

**TR21 is not available for the CRTRI document, just the CR document.

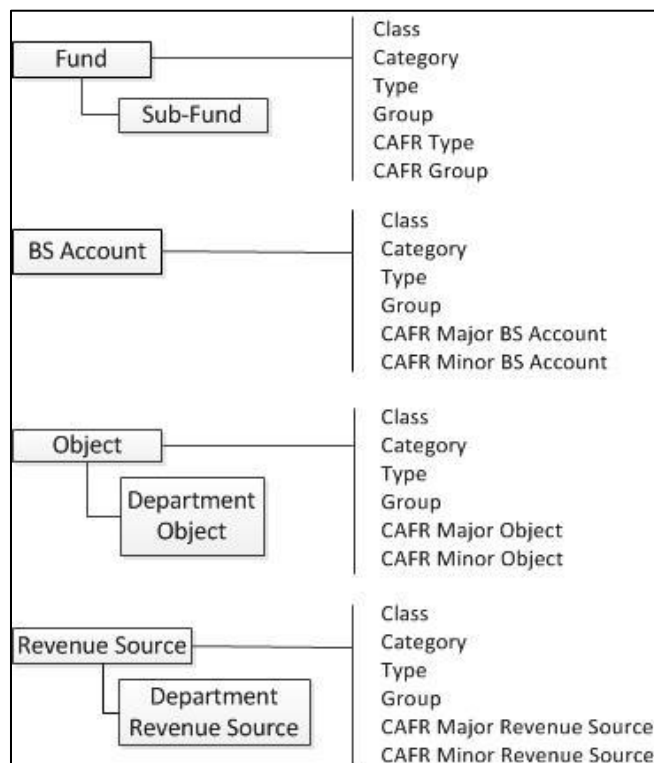
2.3. Chart of Accounts (COA)

The COA is a group of codes that is entered on all financial transactions. All financial and budgeting transactions use this same set of valid codes. The COA is a key component of the financial system and is comprised of a set of reference tables used to validate the codes entered on system transactions. The COA meets the centralized need to provide a uniform set of codes that standardize the recognition of expense, revenue, and balance sheet transactions across the government organization, as well as the decentralized need for distinct organizations within the government to maintain autonomy and meet their own business tracking, reporting, and budgeting needs.

Chart of Accounts Hierarchies and Roll-ups

Hierarchies represent a relationship among a series of COA elements, where one element, a parent, is broken down into smaller components, called children. Roll-ups allow a grouping of Chart of Accounts element codes for reporting or control purposes. Most elements use Class, Category, Type, and Group to roll information into higher levels of summarization. Figure 2 outlines the Chart of Accounts elements with their corresponding roll ups.

Figure 2: Chart of Accounts Elements with Roll Ups



AFIS uses the codes in the structure to establish hierarchies. These hierarchies can represent a tree-type relationship among a series of codes, separate independent measures, or a mix of the two. Most hierarchies in AFIS are optional and do not affect processing. AFIS uses hierarchies to make reports and certain online queries, such as journals, more meaningful in how they are organized and how they summarize data.

The number of levels implemented in each hierarchy is dependent upon online and offline reporting needs. Most COA elements (except organizational elements) use the hierarchical elements of Class, Category, Group, and Type. Some elements, such as Fund, Object, Revenue Source, Balance Sheet Account (BSA), and Activity, also have additional roll-ups that can be used for compiling the Comprehensive Annual Financial Report (CAFR). These CAFR roll-ups are optional, and any of the other four (Class, Category, Group, or Type) can be used for CAFR reporting.

Regardless of whether a user enters a code directly on a transaction or it is populated by an inferred value, AFIS obtains all roll-ups associated with the code from the appropriate reference page. Typically, roll-up values are inferred by the system and rarely viewed within the document. The code is stored on the accounting line, posting line and journal records for historical and reporting purposes. Although all of the roll-up codes may not be viewable on a document in the accounting line or posting line, they may be viewed in a journal, such as the Accounting Journal (JACTG).

Centralized and Decentralized Elements

Centralized accounting elements are controlled and maintained centrally by the General Accounting Office (GAO), impacting all users across the State. These typically include all fund accounting elements, as well as many budgetary and organizational elements.

Decentralized elements are defined and maintained at the department level. They are often optional, but may also be required, depending on the business context.

AFIS COA meets both these centralized and decentralized needs with five types of COA elements: fund accounting codes, organization codes, budgetary codes, cost accounting codes, and other codes.

Fund Accounting Elements

Fund accounting elements are attributes of funds and general ledger accounts. There are four elements that must be defined for fund accounting to work properly: Fund, Balance Sheet Account (BSA), and Object or Revenue Source. These four elements enable each fund to have a self-balancing set of accounts sufficient to capture all the reported attributes of a portion of the government's activities and resources. On Cash Receipt (CR) based documents, the COA data entry requirements are controlled by the Event Type selected. Table 4 lists the Chart of Accounts elements used in AFIS.

Table 4: Chart of Accounts Elements

COA Element	Notes
Fund	Required
Sub Fund	Optional
BSA	Conditionally Required with Event Type posting to an asset or liability account
Object	Conditionally Required depending on Event Type
Department Object	Optional field which may be required by Departments
Revenue Source	Conditionally Required depending on Event Type
Department Revenue Source	Optional field which may be required by Departments
Department	Required
Unit	Required
Appropriation Unit	Required

Organizational Elements

AFIS includes elements reflecting the organization for Centralized and Decentralized needs. The primary Organizational Structure Element is Department. Cabinet and Government Branch are roll-ups of Department. These three levels create the Centralized Organizational Structure. Additionally, Unit is the lowest level of the Organizational Structure. The optional organizational levels between Department and Unit include: Division, Group, Section, District, and Bureau. Users enter Department and Unit on documents, and the additional levels are inferred.

Budget Elements

Budget Structures can be set up to include many of the COA elements, but commonly consist of Appropriation Category, Appropriation Unit, Fund Group, Fund, Budget Fiscal year and other organizational elements.

Cost Accounting Elements

Cost accounting is used to track accounting activity associated with special purposes such as grants and projects. AFIS Cost Accounting elements include: Major Program, Program, Phase, Program Period Code, and Funding Profile. Cost Accounting elements are keyed by department and approved centrally.

Other Elements

AFIS provides other elements for reporting and tracking transactions across different funds and organizations, so that you can see how much has been collected or spent for a certain measure in total. The elements are: Location, Activity, Function, Task, Sub Task and Task Order. These additional elements allow you to indicate more details about the transaction.

Lesson Summary

In this lesson, you:

- Reviewed the Accounts Receivable lifecycle
- Identified the Cash Receipt Event Types
- Reviewed the Chart of Accounts elements

Check Your Progress

1. You cannot change the default Event Type code on a document.
 - a. True
 - b. False
2. Decentralized COA elements are set by the State and are required on all documents.
 - a. True
 - b. False

3. Cash Receipt Without a Reference Document

Learning Objectives

In this lesson, you will:

- Identify the components of the Cash Receipt based document
- Examine the process of creating a Cash Receipt based document
- Create a Cash Receipt based document without a Receivable reference
- Examine the steps involved in creating a Cash Receipt from a Document Template
- Examine the process of researching Cash Receipts

Lesson Overview

Cash Receipt (CR) based documents record money collected by the State from customers. A Cash Receipt can reference several types of Receivable documents. Payments may be received by cash, check, Automated Clearing House (ACH), wire, and credit card. CR document type codes help to more easily distinguish the purpose of the transaction and enforce slightly different processing rules or security requirements.

In this lesson, you will examine the structure of the Cash Receipt document, create Cash Receipt documents in order to complete a variety of processing scenarios, and research the changes that a Cash Receipt document makes to customer information tables and reference documents.

A Cash Receipt can be created in AFIS without referencing a specific Receivable or for money received that was not invoiced. An example would be for cash-over-the-counter. This lesson examines the process of creating Cash Receipts that do not reference a Receivable document.

3.1. State Process Overview

The steps below describe the statewide process for the CR and CRTRI documents. This process is referenced in To Be ID AR-TB-012 and represented by Figure 3 below.

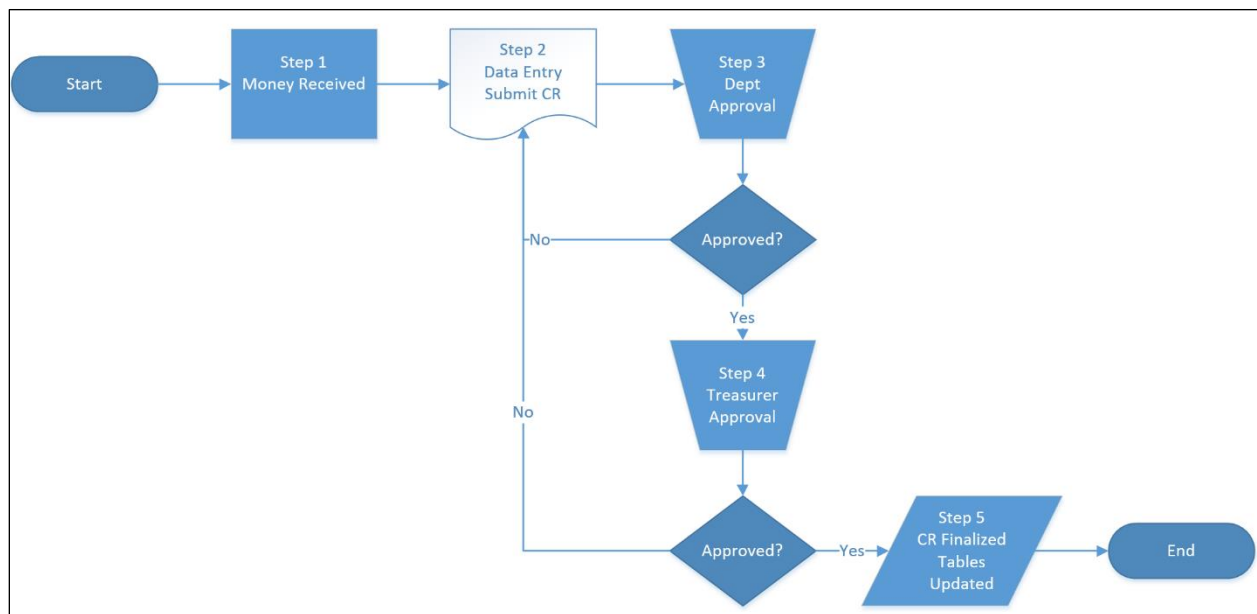
Please note the Cost Accounting Cash Receipt (CACR) document, is not created on-line, but is created through an AFIS batch process. The CACR document references a receivable document, so is not covered in this section.

The Cash Receipt – Web Portal (CRWP), is also not created online, but is created through an interface process from the State’s Web Portal. It does not reference a receivable, and although this section will apply to this document, it is covered more fully under section seven of this training guide.

In addition to the statewide process below, the Treasurer’s Office has provided further guidance on the processing and delivery requirements from their Office, for deposits. This guidance is made available through the GAO Website. Besides this guidance, your agency may have additional requirements.

1. The Department receives payment from a customer or collection agency.
2. The Department is responsible for the drafting of the Cash Receipt (CR) document in the system. Information regarding the monies collected includes but is not limited to collections, payment type, who paid, location of collection, comments and multiple and/or partial invoice payments on the same CR document. Any supporting documentation should be attached to the document at this time. Upon completion of the data entry, the CR document is submitted and routed for approval.
3. The CR document and any attached documentation are reviewed, as an initial review, by an authorized Department level approver. If the approver determines the CR document has missing or incorrect data, then the CR document is rejected and returned for corrections in Step 2. If the approver determines the CR data is correct, then the CR document is approved and proceeds to the next step.
4. The CR document and any attached documentation are reviewed by an authorized State Treasurer level approver as a final review. If the approver determines the CR document has missing or incorrect data, then the CR document is rejected and returned for corrections in Step 2. If the approver determines the CR data is correct, then the CR document is approved and proceeds to the next step.
5. The CR document final submission updates the CBALDQ table and other associated tables within AFIS.

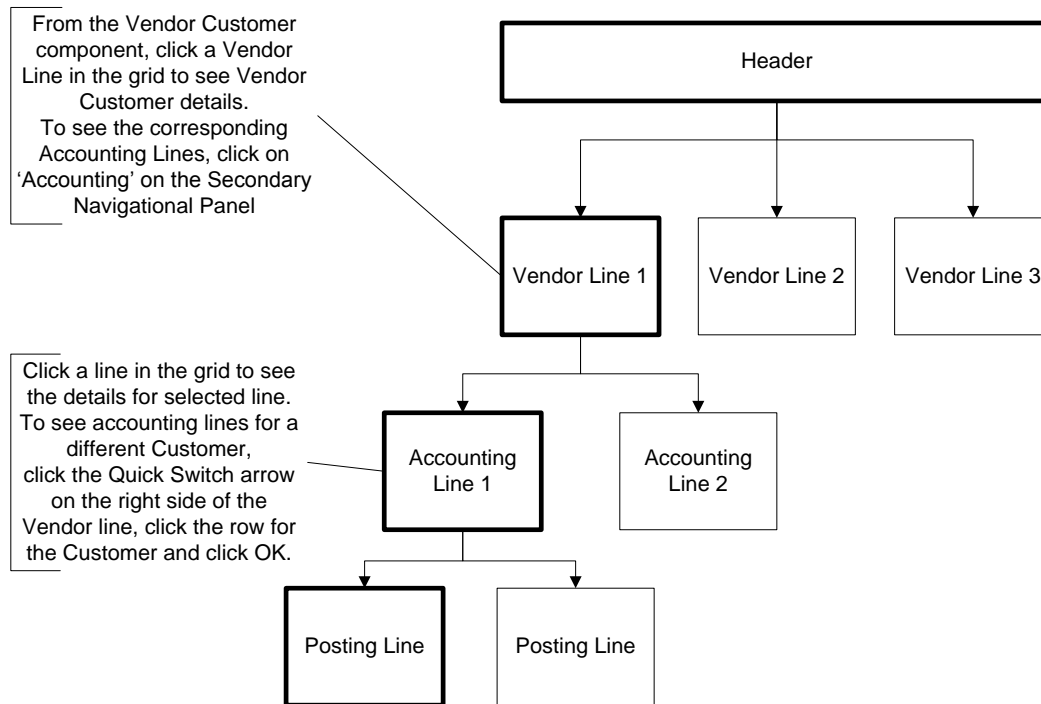
Figure 3: Process of Creating a Cash Receipt (AR-TB-012)



3.2. Cash Receipt Document Components

Documents in AFIS are made up of various components (sometimes referred to as 'sections'). CR based documents contain 4 components. Figure 4 illustrates the relationship between these components.

Figure 4: Cash Receipt Document Components Relationship



The components of a Cash Receipt are:

- **Header** – Stores values that apply to the entire document
- **Vendor** – Stores customer account information (customer code, billing address, billing profile, etc.) and payment type
- **Accounting** – Used to record Chart of Accounts elements
- **Posting Line** – Represents the postings for each accounting line

Cash Receipt Header Component

The Header component stores values that apply to all components of the CR based document. The General Information tab contains descriptive fields and date information common to most document headers. It also shows the total amount by payment type on the document as well as fields which capture bank and payment information. Additionally, you can select the Payment Type (Cash, Check, Wire Transfer, etc.) on the header if the same value will be used across multiple vendor lines. If the Payment Type is not selected on the Header component, you will enter the Payment Type on the vendor.

Cash Receipt(CR) Dept: 101 ID: STU 1 1.2 B Ver.: 2 Function: Modification Phase: Draft Modified by Student1, 04/06/2015

Header

List View

General Information Extended Description Document Information

Document Name:

Record Date:

Budget FY: 2015

Fiscal Year:

Period:

Document Description: ARM02 - S2, CA

Document Total: \$525.50

Actual Amount: \$525.50

Closed Amount: \$0.00

Closed Date:

Original Amount: \$525.50

Total Currency: \$0.00

Total Coin: 0.00

Total Cash: \$0.00

Total Check: \$0.00

Total Credit/Debit: \$0.00

Total EFT: \$0.00

Total Wire Transfer: \$0.00

Total Payroll Deduction: \$0.00

Bank Account: BK01

Cash Account:

Cash Account Sub:

Deposit Ticket:

Deposit Date:

Bank Deposit Date:

Date Transmitted for Reconciliation:

Date Transmitted for Audit:

Method of Deposit:

Deposit and Bank Category:

Payment Type: Cash

Misc. Identifier:

Mail Code:

Escrow ID:

Number of Checks: 1

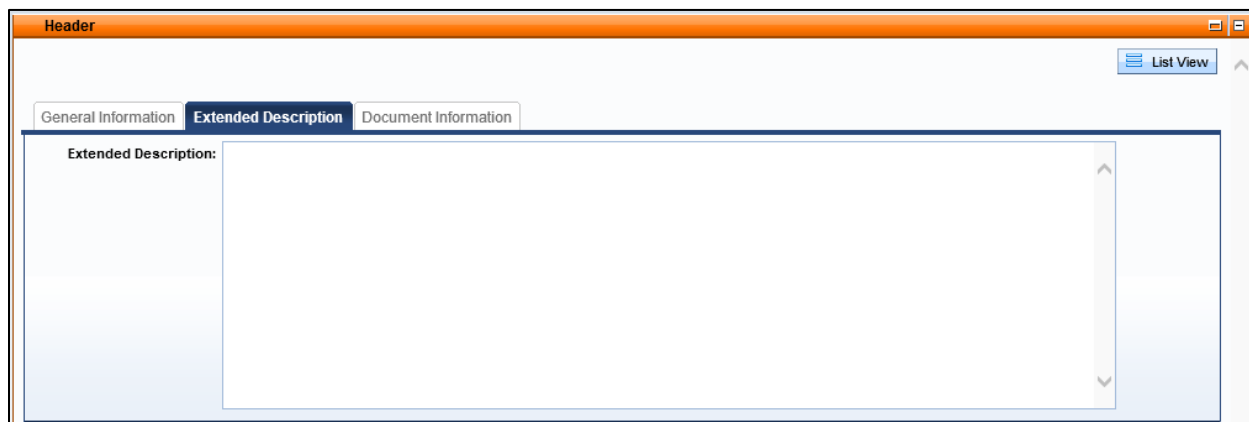
Central Statement Customer:

Central Statement BPRO:

Save Undo Auto Apply

Cash Receipt Header – Extended Description Tab

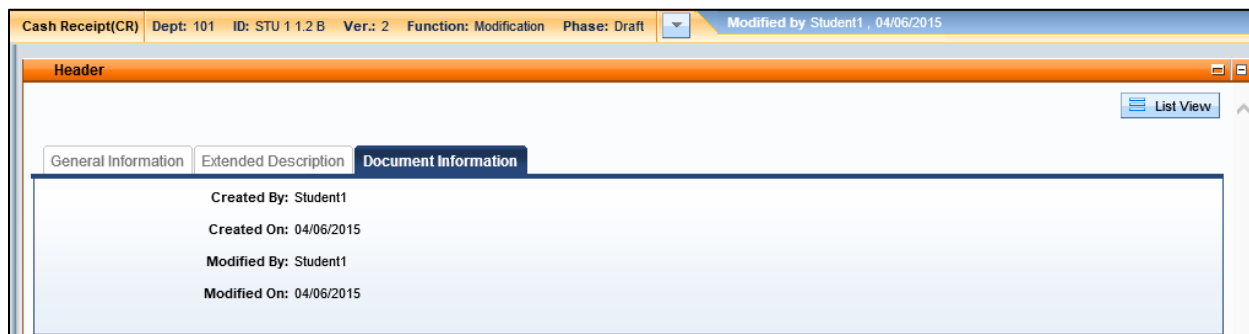
The Extended Description tab contains one large text field for entering a long description of the document or notes related to the processing of the document.



The screenshot shows a web application window titled "Header". It has three tabs: "General Information", "Extended Description", and "Document Information". The "Extended Description" tab is selected. It contains a large text area labeled "Extended Description:" with a vertical scrollbar on the right. A "List View" button is located in the top right corner of the window.

Cash Receipt Header – Document Information Tab

The Document Information tab displays the user ID's and dates for document creation and modification.



The screenshot shows the same "Header" window, but with the "Document Information" tab selected. The top of the window displays a status bar with the following information: "Cash Receipt(CR)", "Dept: 101", "ID: STU 1 1.2 B", "Ver.: 2", "Function: Modification", "Phase: Draft", and "Modified by Student1 04/06/2015". The "Document Information" tab displays the following details:

Created By: Student1
Created On: 04/06/2015
Modified By: Student1
Modified On: 04/06/2015

Cash Receipt Vendor Component

The Vendor component is used to record the source of the payment, typically from an external customer. Each CR based document requires one vendor line, although more than one vendor line is permitted. A vendor line is required, if no customer is being used, then a vendor line would be added, but customer information will be left blank on the inserted vendor line. This is the preferred place where the Payment Type (Cash, Check, Wire transfer, etc.) should be selected. If Payment Type is entered here and on the header, the value entered on this vendor line will override the value entered on the header. More than one vendor line must be inserted to select additional payment types.

Cash Receipt Vendor – General Information Tab

The General Information tab identifies the source of the payment. It contains the customer name, billing profile, payment type, and address information. In addition, it contains the total dollar amount of all accounting lines associated with the vendor line, the AR department, AR unit, and Auto Apply checkbox.

Cash Receipt(CR) Dept: 101 ID: STU 11.2 B Ver.: 2 Function: Modification Phase: Draft Modified by Student1, 04/06/2015

Vendor Total Lines: 1 Vendor Line: 1 Vendor Customer: VC0000000003 Legal Name: John Eppinett

Vendor Line	Vendor Customer	Legal Name	Line Amount	Suppress Pend Print	Payment Type
1	VC0000000003	John Eppinett	\$525.50	No	Check

From 1 to 1 Total: 1 First Previous Next Last Go to line: Go

List View

General Information Payment Information Reference Information Payment Order Wire Transfer

Vendor Customer: VC0000000003 Vendor Contact ID: PC001

Billing Profile: Vendor Contact Name: John Eppinette

Legal Name: John Eppinett Vendor Contact Phone: (480) 938-2231

Alias/DBA: Vendor Contact Phone Ext.:

Traveler ID: Vendor Contact Email: jeppinette@hotmail.com

Misc. Account: ☐ Fax:

Address Code: AD001 Fax Extension:

Address Line 1: 9192 E. San Salvador Drive Web Address http://:

Address Line 2:

City: Scottsdale Auto Apply: ☐

State: AZ Reserve Cr Balance: ☐

Zip: 85258 Line Amount: \$525.50

Country: USA Payment Type: Check

County: AR Dept: 101 Suppress Pend Print: ☐

AR Unit: ALL Currency: 0

Coin: 0.00

Line Actual Amount: \$525.50

Cash Receipt Vendor – Payment Information Tab

The Payment Information tab contains payment date, reason for modifications, and identifies the check or EFT transaction. Credit / Debit Card information should not be entered in AFIS.

Cash Receipt(CR) Dept: 101 ID: STU 1 1.2 B Ver.: 2 Function: Modification Phase: Draft Modified by Student1 , 04/06/2015

Vendor Total Lines: 1 Vendor Line: 1 Vendor Customer: VC0000000003 Legal Name: John Eppinett

Vendor Line	Vendor Customer	Legal Name	Line Amount	Suppress Pend Print	Payment Type
1	VC0000000003	John Eppinett	\$525.50	No	Check

From 1 to 1 Total: 1

Go to line: Go

List View

General Information **Payment Information** Reference Information Payment Order Wire Transfer

Payment Date: 10/16/2014
Reason:
Check/EFT Number: 122109876
Check/EFT Date: 10/16/2014
ID Number:
ID Type:
NSF Fee Amount: \$0.00
NSF Check Date:
Waive NSF Fee: ☐

Credit/Debit Card:
Credit/Debit Card Type:
Credit/Debit Card Number:
Credit/Debit Card Expiration Month:
Credit/Debit Card Expiration Year:
Credit/Debit Card Trans Number:
Credit/Debit Card Holder Name:
Misc. Description 1:
Misc. Description 2:
Misc. Description 3:

Cash Receipt Vendor – Reference Information Tab

The Reference Information tab contains fields for specifying a reference document. For a Cash Receipt with no Receivable reference, this tab will be blank.

Cash Receipt(CR) Dept: 101 ID: STU 1 1.2 B Ver.: 2 Function: Modification Phase: Draft Modified by Student1 , 04/06/2015

Vendor Total Lines: 1 Vendor Line: 1 Vendor Customer: VC0000000003 Legal Name: John Eppinett

Vendor Line	Vendor Customer	Legal Name	Line Amount	Suppress Pend Print	Payment Type
1	VC0000000003	John Eppinett	\$525.50	No	Check

From 1 to 1 Total: 1

Go to line: Go

List View

General Information Payment Information **Reference Information** Payment Order Wire Transfer

Ref Doc Code:
Ref Doc Dept:
Ref Doc ID:
Ref Vendor Line:
Ref Accounting Line:

Cash Receipt Vendor – Payment Order Tab

The Payment Order tab contains six Priority Posting Type fields that determine the order the payment will be applied against open RE accounting lines. The order will be inferred from the Billing Profile (BPRO) or System Options (SOPT) tables, but may be overridden on the CR based document if necessary. Types of posting priorities include: Interest, Late Fee, Admin Fee, or Principal. The same priority cannot be used more than once. This section will not apply to Cash Receipts discussed in this section, since there is no reference document.

Cash Receipt(CR) Dept: 101 ID: STU 1 1.2 B Ver.: 2 Function: Modification Phase: Draft Modified by Student1 , 04/06/2015

Vendor Total Lines: 1 Vendor Line: 1 Vendor Customer: VC0000000003 Legal Name: John Eppinett

Vendor Line	Vendor Customer	Legal Name	Line Amount	Suppress Pend Print	Payment Type
1	VC0000000003	John Eppinett	\$525.50	No	Check

From 1 to 1 Total: 1

First Previous Next Last Go to line: Go

List View

General Information Payment Information Reference Information **Payment Order** Wire Transfer

Priority 1 Posting Type: NSF Fee

Priority 2 Posting Type: Late Fee

Priority 3 Posting Type: Admin Fee

Priority 4 Posting Type: Interest

Priority 5 Posting Type: Principal

Priority 6 Posting Type: Tax

Cash Receipt Vendor – Wire Transfer Tab

The Wire Transfer tab contains fields used to record information related to a wire transfer, including Wire Transfer Number, Date, Bank Name, Account and ABA Number.

Cash Receipt(CR) Dept: 101 ID: STU 1 1.2 B Ver.: 2 Function: Modification Phase: Draft Modified by Student1 , 04/06/2015

Vendor Total Lines: 1 Vendor Line: 1 Vendor Customer: VC0000000003 Legal Name: John Eppinett

Vendor Line	Vendor Customer	Legal Name	Line Amount	Suppress Pend Print	Payment Type
1	VC0000000003	John Eppinett	\$525.50	No	Check

From 1 to 1 Total: 1

First Previous Next Last Go to line: Go

List View

General Information Payment Information Reference Information Payment Order **Wire Transfer**

Wire Transfer Number:

Wire Transfer Date:

ABA Number:

Bank Name:

Account Number:

BIC or SWIFT Code:

IBAN:

Description:

Cash Receipt Accounting Component

The Accounting component records the Chart of Accounts information used when posting the CR based document to the accounting journal and performing updates to the budgets. Accounting lines are created for each vendor line. Each vendor line must have at least one accounting line.

Cash Receipt Accounting – General Information Tab

The General Information tab contains descriptive fields and date information. The set of available Event Types in the pick list represent payment receipt event codes, with AR02 (Collected Earned Revenue) as the default for the CR type documents covered by this section.

Cash Receipt(CR) | Dept: 101 | ID: STU 1 1.2 B | Ver.: 2 | Function: Modification | Phase: Draft | Modified by Student1 , 04/06/2015

Accounting | Total Lines: 1 | Accounting Line: 1 | Line Amount: \$525.50

Accounting Line	Line Amount	Event Type
1	\$525.50	AR02

From 1 to 1 Total: 1 | First | Previous | Next | Last | Go to line: | Go

List View

General Information | Reference | Fund Accounting | Detail Accounting

Event Type: AR02	Budget FY: 2015
Line Type: A	Fiscal Year:
Line Type Name: PRINCIPAL	Period:
Accounting Template:	Reason:
Line Description:	Reclassification Date:
Line Amount: \$525.50	Reclassification Held: <input type="checkbox"/>
Currency:	Trip ID:
Coin:	Serial Deposit Number:
Refunded Amount: \$0.00	Foreign Currency Code:
	Foreign Currency Amount:
	Exchange Rate:
	Assessment ID:
	Tax Percentage:

Cash Receipt Accounting – Fund Accounting Tab

The Fund Accounting tab contains Chart of Accounts (COA) elements that affect budget structures or accounts that will be updated by the Cash Receipt. The COA data entry requirements are controlled by the Event Type entered on the accounting line.

Cash Receipt(CR) Dept: 101 ID: STU 1 1.2 B Ver.: 2 Function: Modification Phase: Draft Modified by Student1 , 04/06/2015

Accounting Total Lines: 1 Accounting Line: 1 Line Amount: \$525.50

Accounting Line	Line Amount	Event Type
1	\$525.50	AR02

From 1 to 1 Total: 1

First Previous Next Last Go to line: Go

List View

General Information Reference **Fund Accounting** Detail Accounting

Fund: 9001	Department: 101	OBSA:
Sub Fund:	Unit: 0101	Sub OBSA:
Object:	Sub Unit:	Dept Object:
Sub Object:	Appr Unit: 1010000	Dept Revenue:
Revenue: 4312	BSA:	
Sub Revenue:	Sub BSA:	

Cash Receipt Accounting – Detail Accounting Tab

The Detail Accounting tab contains decentralized Chart of Accounts (COA) elements that help to further identify the Cash Receipt and apply it to particular Location, Activity, Function, Reporting, Task, and Program codes.

Cash Receipt(CR) Dept: 101 ID: STU 1 1.2 B Ver.: 2 Function: Modification Phase: Draft Modified by Student1 , 04/06/2015

Accounting Total Lines: 1 Accounting Line: 1 Line Amount: \$525.50

Accounting Line	Line Amount	Event Type
1	\$525.50	AR02

From 1 to 1 Total: 1

First Previous Next Last Go to line: Go

List View

General Information Reference Fund Accounting **Detail Accounting**

Location:	Reporting:	Major Program:
Sub Location:	Sub Reporting:	Program:
Activity:	Task: 101000	Phase:
Sub Activity:	Sub Task:	Program Period:
Function: 1015205	Task Order:	
Sub Function:		

Cash Receipt Posting Component

The Posting component shows the accounting impact of the document. It shows values entered on the other components such as the Chart of Accounts elements, as well as many values that were not entered in the other components. No data can be entered into this section; posting lines are generated from the rest of the document data. Click the eye icon to expand the posting details.

The Posting component will only show the posting lines for one Accounting Line at a time. To see the Posting Lines for a different Accounting Line, click on the Accounting component, select another Accounting Line, and then click the Posting component.

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Standard	A001 R003	Cash External CER	\$0.00	\$0.00

From 1 to 1 Total: 1

First Previous Next Last

Go to line: Go

3.3. Cash Receipts Data Entry

Each Cash Receipt document component requires information and/or verification. This topic describes the data entry requirements for CR based documents without a Receivable reference. To create a CR or CRTRI document, use the Document Catalog. The CRWP will not be created manually online. Regardless, all CR based documents covered have the same input requirements, whether manually created online or created offline.

Cash Receipt Header

The CR based document opens to the Header section, General Information tab. The following fields require data entry, regardless of whether or not the CR references another document:

- **Document Description** – Enter a description for the document
- **Document Total** – Enter the total amount to be processed on the CR
- **Bank Account** – Enter the Bank Account code, or select the search button to locate it

Note: The Bank Account used will always be BK01.

- **Record Date** – Leave this blank, the system will infer the current System Date, when the Treasurer's Office approves the document. Utilize other dates on this page, like the Deposit Date, Bank Deposit Date, Date Transmitted for Reconciliation or Date Transmitted for Audit to capture internal dates.

Cash Receipt Vendor

For CR based documents created from the document catalog, a new vendor line must be created by clicking the Insert New Line button in the Vendor component. Multiple Vendor lines are allowed on a CR. The following fields on the General Information tab may require input if available based on the transaction:

- **Vendor Customer** – Enter Vendor Customer code, or select from the pick list. Select a miscellaneous customer, or leave blank for summary cash receipts
- **Billing Profile** – Enter value or select from pick list, only if you are entering a customer code
- **Address information** – Auto populates from the Vendor Customer code unless Vendor Customer type is Miscellaneous. Only necessary if you are entering a customer code
- **Line Amount** – Enter total for this line
- **AR Dept** – Inferred from the document ID if a billing profile is entered
- **AR Unit** – Auto populates based on option set for the AR Dept on the Dept table if a billing profile is entered. This AR Unit may need to be changed, to match the AR Unit on the Billing Profile.
- **Payment Type** – Enter or select the type of payment such as Check, Cash, Credit Card, Wire Transfer, etc.

Cash Receipt Vendor – Payment Information

For all CR based documents, the current date will default for the payment date, if not entered. Depending on the Payment Type selected on the General Information tab, users may need to enter the detailed payment information on the Payment Information tab, like the Check/EFT Number and Check/EFT Date. Do not enter credit/debit card information in AFIS.

Cash Receipt Vendor – Reference Information

The reference fields must be blank if no document is referenced.

Cash Receipt Vendor – Wire Transfer

If the Payment Type selected on the General Information tab is Wire Transfer, users can provide information about the Wire Transfer on this tab.

Cash Receipt Accounting

For CR based documents without a document reference, a new accounting line must be created by first clicking the Insert New Line button. Multiple Accounting lines are allowed on a Cash Receipt. The following fields on the General Information tab require information:

- **Event Type** – Defaults to AR02. A different value may be selected from the pick list
- **Line Type** – Defaults to A (Principal). Select the appropriate Line Type from the pick list
- **Line Amount** – Enter an amount

- **Accounting Template** – Enter value or select from pick list if using an accounting template to populate Chart of Accounts fields with values that can be overwritten
- **Function** – Enter value or select from pick list if using a Function to populate Chart of Accounts fields with values that cannot be overwritten

Cash Receipt Accounting – Reference

In this case, the fields on the Reference tab will be blank.

Cash Receipt Accounting – Fund Accounting

The Fund Accounting tab contains Chart of Accounts (COA) elements that update budget structures or accounts that will be updated by the Cash Receipt Accounting line. The COA data entry requirements are controlled by the Event Type selected on the Accounting line. Table 5 lists the Chart of Accounts Elements.

Table 5: Chart of Accounts Elements

COA Element	Notes
Fund	Required
Sub Fund	Optional
BSA (Balance Sheet Account)	Conditionally Required with Event Type posting to an asset, liability, or equity account
Object	Conditionally Required depending on Event Type
Object (Dept)	Optional
Revenue	Required unless Object is used.
Revenue (Dept)	Optional field which may be required by Departments
Department	Required
Unit	Required
Appropriation Unit	Required

Cash Receipt Accounting – Detail Accounting

All fields on this tab can be entered manually if necessary, but can also be inferred from Function or Accounting Template if available.

Cash Receipt Posting

Cash Receipt Posting lines will automatically be populated with information based on the information in the other sections. The information on the CR Posting lines cannot be modified.

3.4. Entering a Cash Receipt without a Receivable Reference

A stand-alone CR based document does not need to reference any document. It may be used to record the receipt of cash over-the-counter or for payment for goods and services that were not invoiced.

ACTIVITY 3.4**Create a Cash Receipt without a Receivable (RE) Reference****Scenario**

Your agency has received cash over-the-counter in the amount of \$175 from a customer for goods provided. Since the customer was not billed, record the payment as a CR, without reference to an RE document in AFIS by using the Document Catalog.

Setup

- ✓ User is logged into the AFIS Home Page.

Steps

- Create a CR document from the Document Catalog.
 - On the Secondary Navigation Panel, click **Search**.
 - Click **Document Catalog**.
 - Click **Create**.
 - In the **Code** field, enter **CR**.
 - In the **Dept.** field, enter the data from *your student data card*.
 - Check the **Auto Numbering** checkbox.
 - Click **Create**. When the document is created, a new Document ID is generated. The document is shown as Version: 1, Function: New, Phase: Draft.

8. Make a note of the generated **Document ID**: _____

AFIS

Welcome, Student 1

Jump to: CR Go Home Personalize Accessibility App Help About

Cash Receipt(CR) Dept: 100 ID: 201500000226 Ver.: 1 Function: New Phase: Draft Modified by Student1, 04/06/2015

Header

List View

General Information Extended Description Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description:

Document Total: \$0.00

Actual Amount: \$0.00

Closed Amount: \$0.00

Closed Date:

Original Amount:

Total Currency: \$0.00

Total Coin: 0.00

Total Cash: \$0.00

Total Check: \$0.00

Total Credit/Debit: \$0.00

Total EFT: \$0.00

Total Wire Transfer: \$0.00

Total Payroll Deduction: \$0.00

Bank Account:

Cash Account:

Cash Account Sub:

Deposit Ticket:

Deposit Date:

Bank Deposit Date:

Date Transmitted for Reconciliation:

Date Transmitted for Audit:

Method of Deposit:

Deposit and Bank Category:

Payment Type: Cash

Misc. Identifier:

Mail Code:

Escrow ID:

Number of Checks: 0

Central Statement Customer:

Central Statement BPRO:

Save Undo Auto Apply

Vendor Total Lines: 0 Vendor Line: none Vendor Customer: none Legal Name: none

Accounting Total Lines: 0 Accounting Line: none Line Amount: none

Posting Total Lines: 0 Posting Line: none

Copy Validate Submit Discard Print Processing Workflow File Close

B. Complete the General Information tab of the Header section.

1. On the General Information tab of the Header, in the **Document Description** field, enter **Training Course Cash Receipt**.
2. In the **Document Total** field, enter **175.00**.
3. In the **Bank Account** field, enter **BK01**.

4. In the **Deposit Date** field, enter *today's date*.

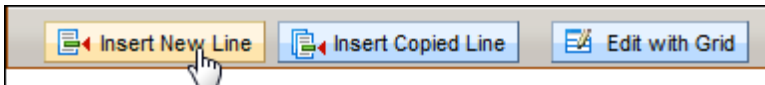
General Information	Extended Description	Document Information
Document Name: <input type="text"/>		Bank Account: BK01
Record Date: <input type="text"/>		Cash Account: <input type="text"/>
Budget FY: <input type="text"/>		Cash Account Sub: <input type="text"/>
Fiscal Year: <input type="text"/>		Deposit Ticket: <input type="text"/>
Period: <input type="text"/>		Deposit Date: 04/10/2015
Document Description: <input type="text"/>		Bank Deposit Date: <input type="text"/>
Document Total: \$175.00		Date Transmitted for Reconciliation: <input type="text"/>
Actual Amount: \$0.00		Date Transmitted for Audit: <input type="text"/>
Closed Amount: \$0.00		Method of Deposit: <input type="text"/>
Closed Date: <input type="text"/>		Deposit and Bank Category: <input type="text"/>
Original Amount: <input type="text"/>		Payment Type: Cash <input type="text"/>
Total Currency: \$0.00		Misc. Identifier: <input type="text"/>
Total Coin: 0.00		Mail Code: <input type="text"/>
Total Cash: \$0.00		Escrow ID: <input type="text"/>
Total Check: \$0.00		Number of Checks: 0
Total Credit/Debit: \$0.00		Central Statement Customer: <input type="text"/>
Total EFT: \$0.00		Central Statement BPRO: <input type="text"/>
Total Wire Transfer: \$0.00		
Total Payroll Deduction: \$0.00		

5. Click on the Extended Description tab, and in the **Extended Description** field, enter **Bank Deposit Person**.

General Information	Extended Description	Document Information
	<p>Extended Description:</p> <div>Bank Deposit Person</div>	

6. Click the **Open Document Navigator** arrow on the left side of the screen to expand the Document Navigator panel. Select **Vendor** on the Document Navigator panel.

- C. Complete the General Information tab on the Vendor section.
 1. On the Document Navigator Panel, click the **Vendor** section.
 2. Click **Insert New Line** at the bottom of the section.



3. On the **General Information** tab, select the **Vendor Customer** pick list.
 4. In the **Vendor/Customer** field on the pick list, enter **VC*003**.
 5. Select the **Browse** link; click the **Select** link for Customer **VC0000000003, John Eppinett**.
 6. Select the **Billing Profile** pick list.
 7. In the **Department** field, enter **All**.
 8. In the **Unit** field, enter **All**.

9. Click the **Browse** link.

Choose

[Browse](#) [Clear](#)

Department: ALL Unit: ALL

Billing Profile: Billing Profile Name:

Billing Type: Final Statement:

Collection Agreement: Enable Notification for Internal Debt:

	Department	Unit	Billing Profile	Name	Billing Type	Final Statement	Collection Agreement	Enable Notification for Internal Debt
Select	ALL	ALL	COST	Cost Accounting	Cost Accounting Billing			No
Select	ALL	ALL	SHAKE	Shakedown	Invoice		SHAKE	No
Select	ALL	ALL	ST01	System Test	Invoice		SHAKE	No
Select	ALL	ALL	TEST	System Test	Statement		AZ1	No

[Cancel](#) First Previous Next Last

10. Click the **Select** link that corresponds with Billing Profile **ST01**.
11. In the **Line Amount** field, enter **175**; this is the total of the cash received.
12. In the **Payment Type** field, select **Cash**.

Vendor Total Lines: 1 Vendor Line: 1 Vendor Customer: VC0000000003 Legal Name: John Eppinett

Vendor Line	Vendor Customer	Legal Name	Line Amount	Suppress Pend Print	Payment Type
1	VC0000000003	John Eppinett	\$175.00	No	Cash

From 1 to 1 Total: 1 First Previous Next Last Go to line: Go

[List View](#)

General Information Payment Information Reference Information Payment Order Wire Transfer

Vendor Customer: VC0000000003 Vendor Contact ID: PC001

Billing Profile: ST01 Vendor Contact Name: John Eppinette

Legal Name: John Eppinett Vendor Contact Phone: (480) 938-2231

Alias/DBA: Vendor Contact Phone Ext.:

Traveler ID: Vendor Contact Email: jeppinette@hotmail.com

Misc. Account: Fax:

Address Code: AD001 Fax Extension:

Address Line 1: 9192 E. San Salvador Drive Web Address http://:

Address Line 2:

City: Scottsdale Auto Apply:

State: AZ Reserve Cr Balance:

Zip: 85258 Line Amount: \$175.00

Country: USA Payment Type: Cash

County: AR Dept: 100 Suppress Pend Print:

AR Unit: ALL Currency: 174

Line Actual Amount: \$175.00

- D. Complete the General Information tab on the Accounting section.
 1. On the Document Navigator Panel, click the **Accounting** section.
 2. Click **Insert New Line** at the bottom of the section.

3. On the **General Information** tab, in the **Line Amount** field, enter **175**.
4. In the **Currency** field enter **174**.
5. In the **Coin** field enter **1**.

The screenshot shows the AFIS Accounting section. At the top, a status bar indicates 'Accounting', 'Total Lines: 1', 'Accounting Line: 0', and 'Line Amount:'. Below this is a table with columns 'Accounting Line', 'Line Amount', and 'Event Type'. The first row shows '0' in the Accounting Line column. Below the table, there are navigation buttons: 'First', 'Previous', 'Next', 'Last', and a 'Go to line:' field with a 'Go' button. A 'List View' button is also present. The 'General Information' tab is selected, showing various fields for data entry. The 'Line Amount' field is set to '175', the 'Currency' field is set to '174', and the 'Coin' field is set to '1'. Other fields include 'Event Type', 'Line Type', 'Line Type Name', 'Accounting Template', 'Line Description', 'Budget FY', 'Fiscal Year', 'Period', 'Reason', 'Reclassification Date', 'Reclassification Held', 'Trip ID', 'Serial Deposit Number', 'Foreign Currency Code', 'Foreign Currency Amount', 'Exchange Rate', 'Assessment ID', and 'Tax Percentage'.

- E. Complete the Fund Accounting tab on the Accounting section.
1. Click the **Fund Accounting** tab.
 2. In the **Fund** field, enter the data from ***your student data card***.
 3. In the **Revenue** field, enter **4312**.
 4. In the **Department** field, enter the data from ***your student data card***.
 5. In the **Unit** field, enter the data from ***your student data card***.

6. In the **Appr Unit** field, enter the data from *your student data card*.

7. Click the **Detail Accounting** tab.
8. In the **Function** field, enter the data from *your student data card*.

Please Note: Typically the Function would infer the fund, unit and other elements, so that these elements would not need to be separately entered. This exercise directs the student to enter all of the elements and not use the Function to infer elements.

9. In the **Task** field, enter the data from *your student data card*.

- F. Check the CR document for errors and submit it.

1. Click the **Validate** button to check for errors. If any errors exist such as missing values in required fields, fix the errors and click the **Validate** button again.

2. If the validation is successful, the following message is displayed in the upper left corner of the screen: "**Document validated successfully.**"
3. On the Secondary Navigation Panel, click the **Posting** section.

4. Click the **Eye** icon. Review and verify the postings correspond to the values entered on the accounting line.

Posting					
Total Lines: 1 Posting Line: 1					
Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Standard	A001 R003	Cash External CER	\$175.00	\$175.00

[List View](#)

General Information Fund Accounting Detail Accounting

Run Time/Date: 04/11/2015	Budget FY: 2015
Record Date: 04/06/2015	Fiscal Year: 2015
Journal Posting: Not Ready	Period: 10
Budget Posting: Not Ready	Post Pair ID: A
Bank Account: BK01	Line Amount: (\$175.00)
BSA Type Indicator:	Posting Amount: (\$175.00)
OBSA Type Indicator: Asset	Closed Amount: \$0.00
Debt ID:	

5. Click the **Submit** button to submit the document for approval once the document has been successfully validated and all values on the posting line are correct.

Copy
 Validate
 Submit
 Discard

6. If the submission is successful, the following message is displayed in the upper left corner:
"Document submitted successfully."

G. Create and Printing the CR Form.

1. Click **Print**, located at the bottom left side of the screen.

Header
[List View](#)

General Information Extended Description Document Information

Document Name:	Bank Account: BK01
Record Date: 10/16/2014	Cash Account:
Budget FY: 2015	Cash Account Sub:
Fiscal Year: 2015	Deposit Ticket:
Period: 4	Deposit Date: 10/16/2014
Document Description: Instructor Cash Receipt	Bank Deposit Date:
	Date Transmitted for:

[Auto Apply](#)

Vendor	Total Lines: 1	Vendor Line: 1	Vendor Customer: VC0000000003	Legal Name: John Eppinett
Accounting	Total Lines: 1	Accounting Line: 1	Line Amount: \$175.00	
Posting	Total Lines: 1	Posting Line: 1		

Edit
 Copy
 Copy Forward
 Discard
 Print
 Processing
 Workflow
 File
 Close

2. In the **Print Output Type** field, select **PDF**.
3. In the **Print Job** field, select **CR Printing (PDF Format)**

4. Click **Print**.
5. To print the CR form, click **Document Forms**.

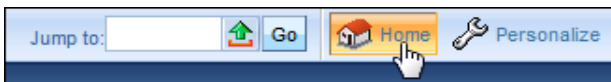
6. Click **View PDF** and the form displays. You can save it or print it.

Status	Description	Doc Code	Doc Dept	Document ID	File Name
✓ Pending	CR Form	CR	100	INSTRUCT 3.4	Student20_71_CR_100_INSTRUCT_3.4.1 View PDF

Sample CR Form

Cash Receipt Document													
Department:	200												
Document ID:	TR WK 3.4												
Record Date:	2014-10-16												
Document Total:	\$175.00												
Cash Total:	\$175.00												
Currency Total:	\$0.00												
Coin Total:	\$0.00												
Check Total:	\$0.00												
Wire Total:	\$0.00												
Vendor Customer 1:													
Legal Name:	John Eppinett												
Billing Profile:	ST01												
Type of Payment:	Cash												
Check/Wire #:	122109876												
ETYP	BFY	FY	AL	Accounting Template	Fund	Unit	Function	Source or Object	Ref Doc Code & Ref Doc ID	Line Amount	Line Description	Program	
AR02	2015	2015	1		8000	0200	2005205	4312		\$175.00			
TOTAL:										\$175.00			

- Close the form.
- Click **Home** in the Primary Navigation Panel to return to the Home page.



3.5. Cash Receipt from Document Template

When a certain transaction is a common occurrence, it can be more efficient to create a template that has most of the information already entered. Once a template has been created and saved in the system it can be used to generate new Cash Receipt based documents that only require the changing data to be completed.

Steps

- Use the Document Catalog to search for the Template.
- In the Document State sections, in the Phase menu, select **Template**.
- Enter any other information to narrow down the search and click **Browse**.
- Select the template you wish to use as a basis for the new document from the grid.
- If necessary, open the template to verify it is correct.
- Select **Copy**.
- On the Copy Document screen, enter the new document information.
- Enter a Department Code, select Auto Numbering, and click **Copy Document**.
- The new draft document opens with pre-filled information based on the source template.

3.6. Researching Cash Receipts

The Cash Receipt document updates several inquiry tables when it includes a customer account, regardless of whether a receivable is referenced. A customer account is defined by the combination of Vendor Customer, Billing Profile, AR Department and AR Unit. This topic reviews the tables that are updated by CR based documents and tracks Customer status.

Customer Account Information (CUSTA) Table

The customer account tracks receivables, payments and other financial information. The Customer Account Information (CUSTA) table is updated by Cash Receipts (CR) based documents when a customer has been entered on a document.

CUSTA tracks the outstanding balance owed by the customer in the Current Balance Section. Several fields are calculated to provide an overall perspective of the account.

Customer	Name	Billing Profile	Department	Unit	Outstanding Balance
✓ VC0000000003	John Eppinett	ST01	100	ALL	(\$1,450.50)
VC000000176	Student 1 Inc.	ST01	100	ALL	\$1,200.00
VC000000228	Instructor Inc	ST01	100	ALL	\$9,450.00

First Prev Next Last

[Search](#)

▼ **Current Balance**

Customer :	VC0000000003	Earned Unliquidated Rec :	\$1,500.00	
Name :	John Eppinett	Earned Liquidated Rec :	\$0.00	
Billing Profile :	ST01	Earned Collected :	\$2,200.50	
Central Statement :	<input type="checkbox"/>	Unearned Unliquidated Rec :	\$0.00	
Department :	100	Unearned Liquidated Rec :	\$0.00	
Unit :	ALL	Unearned Collected :	\$0.00	
Unliquidated Amount :	\$1,500.00	Refund Unliquidated Rec :	\$0.00	
Liquidated Amount :	\$0.00	Refund Liquidated Rec :	\$0.00	
Collected Amount :	\$2,200.50	Refund Collected :	\$0.00	
Payment within Tolerance Amount :	\$0.00	Deposit Unliquidated Rec :	\$0.00	
Outstanding Balance :	(\$1,450.50)	Deposit Liquidated Rec :	\$0.00	
Written Off Amount :	\$0.00	Deposit Collected :	\$0.00	
Unreserved Credit Balance :	\$750.00	Third Party Code :		
Reserved Credit Balance :	\$0.00	Third Party Unliquidated Rec :	\$0.00	
		Third Party Liquidated Rec :	\$0.00	
		Third Party Collected :	\$0.00	

► **Credit History**

[Top](#)

[Unreserved Credit Balance](#) [Reserved Credit Balance](#)

The following fields on CUSTA are calculated to present the overall status of the customer account.

- **Un-liquidated Amount** – The total amount of unpaid bills.
- **Liquidated Amount** – The total billed amount that has been paid.
- **Collected Amount** – The total amount that has been paid, whether billed or not, not including advances and pre-payments.
- **Outstanding Balance** – The total amount owed for the customer account. Calculated as the total amount billed, less all amounts collected (including advances and pre-payments).
- **Unreserved Credit Balance** – The total unreserved credit balance on the customer account caused by overpayments.
- **Reserved Credit Balance** - The total credit balance on the customer account that is designated for a special purpose. Customer Information (CUSTS) Table.

The Customer Information (CUSTS) table is updated by the same AR documents that update the CUSTA table. CUSTS shows a customer's activity summarized across all departments and billing profiles. The fields on CUSTS are the same as those in CUSTA.

Customer Information

Menu Back

Customer	Name	Department	Unit	Outstanding Balance
✓ VC0000000003	John Eppinett	100	ALL	(\$1,450.50)
VC0000000003	John Eppinett	101	ALL	(\$851.00)
VC0000000003	John Eppinett	102	ALL	(\$1,075.50)
VC0000000003	John Eppinett	103	ALL	(\$1,075.50)
VC0000000003	John Eppinett	104	ALL	(\$1,075.50)
VC0000000003	John Eppinett	105	ALL	(\$550.00)
VC0000000003	John Eppinett	106	ALL	\$200.00
VC0000000003	John Eppinett	107	ALL	\$200.00
VC0000000003	John Eppinett	108	ALL	\$200.00
VC0000000003	John Eppinett	109	ALL	\$200.00

First Prev
Next Last

Search

Customer : VC0000000003
Name : John Eppinett

Current Balance

Department : 100
Unit : ALL
Unliquidated Amount : \$1,500.00
Liquidated Amount : \$0.00
Collected Amount : \$2,200.50
Payment within Tolerance Amount :
Outstanding Balance : (\$1,450.50)
Written Off Amount : \$0.00
Unreserved Credit Balance : \$750.00
Reserved Credit Balance : \$0.00

Earned Unliquidated Rec : \$1,500.00
Earned Liquidated Rec : \$0.00
Earned Collected : \$2,200.50
Unearned Unliquidated Rec : \$0.00
Unearned Liquidated Rec : \$0.00
Unearned Collected : \$0.00
Refund Unliquidated Rec : \$0.00
Refund Liquidated Rec : \$0.00
Refund Collected : \$0.00
Deposit Unliquidated Rec : \$0.00
Deposit Liquidated Rec : \$0.00
Deposit Collected : \$0.00

Credit History

Fund Balance Detail Query (FBALDQ)

Regardless of whether a customer account is entered on a CR based document, this table is updated. The Fund Balance Detail (FBALDQ) table displays the Available Fund Balance. Use the respective magnifying glass icon to access the transactions that affected that balance.


Fund Balance Detail				
Fund	Sub Fund	Fund Balance	Adjusted Fund Balance	Available Fund Balance
✓ 0001	BLNK	\$0.00	\$0.00	\$0.00
1000	1000	\$0.00	(\$30,094.00)	(\$30,094.00)
1000	1003	\$0.00	\$405.98	\$405.98
1000	1004	\$0.00	\$178.58	\$178.58
1000	BLNK	\$0.00	\$70,622,420,369.27	\$70,622,420,369.27


First Prev [Next](#) Last


[Search](#)


Fund : 0001


Sub Fund : BLNK


Fund Balance : \$0.00 


Pending Revenue Increases : \$0.00 

Pending Revenue Decreases : \$0.00 

Pending Expense Increases : \$0.00 

Pending Expense Decreases : \$0.00 

Revenue Account Balance : \$0.00 

Expense Account Balance : \$0.00 

Adjusted Fund Balance : \$0.00

Fund Balance Minimum : \$0.00

Available Fund Balance : \$0.00

[Fund Balance Detail Maintenance](#) [Fund Balance Summary](#)

Cash Balance Detail Query (CBALDQ)

Regardless of whether a customer account is entered on a CR based document, this table is updated. The Cash Balance Detail (CBALDQ) table displays the Available Cash Balance. Use the respective magnifying glass icon to access the transactions that affected that balance.


Cash Balance Detail				
Fund	Sub Fund	Cash Balance	Adjusted Cash Balance	Available Cash Balance
0001	BLNK	\$0.00	\$0.00	\$0.00
✓ 1000	1000	\$0.00	\$0.00	\$0.00
1000	1003	\$0.00	\$0.00	\$0.00
1000	1004	\$0.00	\$0.00	\$0.00
1000	BLNK	\$241,886,101.81	\$241,886,101.81	\$241,886,101.81


First Prev [Next](#) [Last](#)


[Search](#)


Fund : 1000


Sub Fund : 1000


Cash Balance : \$0.00 


Pending Increase Non-Cash : \$0.00 

Pending Decrease Non-Cash : \$0.00 

Pending Increase Cash : \$0.00 

Pending Decrease Cash : \$0.00 

Accepted Increase Non-Cash : \$0.00 

Accepted Decrease Non-Cash : \$30,094.00 

Adjusted Cash Balance : \$0.00

Cash Balance Minimum : \$0.00

Available Cash Balance : \$0.00

[Cash Balance Detail Maintenance](#) [Cash Balance Summary](#)

ACTIVITY 3.6

Research Cash Receipt Impact on Customer Accounts

Scenario

Your agency needs to check the customer account status on the CUSTS table and compare the results to the account status information on the CUSTA table.

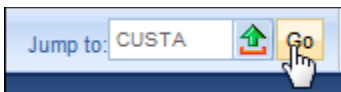
Setup

- ✓ User is logged into the AFIS Home Page.

Steps

A. Review CUSTA updates.

1. In the **Jump to** field, enter **CUSTA**.
2. Click **Go**.



3. The Search window opens.

Customer Account Information

Customer	Name	Billing Profile	Department	Unit	Outstanding Balance
✓ VC0000000003	John Eppinett	ST01	100	ALL	(\$1,450.50)
VC0000000176	Student 1 Inc.	ST01	100	ALL	\$1,200.00
VC0000000228	Instructor Inc.	ST01	100	ALL	\$9,450.00

First Prev Next Last

Search

Current Balance

Customer : VC0000000003
 Name : John Eppinett
 Billing Profile : ST01
 Central Statement : ☐
 Department : 100
 Unit : ALL
 Unliquidated Amount : \$1,500.00
 Liquidated Amount : \$0.00
 Collected Amount : \$2,200.50
 Payment within Tolerance Amount : \$0.00
 Outstanding Balance : (\$1,450.50)
 Written Off Amount : \$0.00
 Unreserved Credit Balance : \$750.00
 Reserved Credit Balance : \$0.00

Search - Windows Internet E...
 http://finance.az.gov/webapp/FINTRAIN1/advanta...
 Department : 100
 Unit :
 Customer :
 Name :
 Billing Profile :
 Ok Clear Cancel

Refund Collected : \$0.00
 Deposit Unliquidated Rec : \$0.00
 Deposit Liquidated Rec : \$0.00
 Deposit Collected : \$0.00
 Third Party Code :
 Third Party Unliquidated Rec : \$0.00
 Third Party Liquidated Rec : \$0.00
 Third Party Collected : \$0.00

► Credit History

Top
[Unreserved Credit Balance](#) [Reserved Credit Balance](#)

4. In the **Department** field, enter the data from *your student data card*.
5. In the **Customer** field, enter **VC*003**.
6. Click **OK**. The CUSTA record for the customer and billing profile is opened.
7. Review the record and see that collected amount has increased.
8. Click the **Magnifying Glass** icon next to the **Earned Un-liquidated Rec** field.

Customer	Billing Profile	Department	Unit	Document Identifier	Earned Unliquidated Rec
✓ VC0000000003	ST01	100	ALL	RE 100 INSTRUCT 6.4	\$500.00
VC0000000003	ST01	100	ALL	RE 100 INST 4.4A	\$1,000.00

First Prev Next Last [Download](#)

[Search](#)

Doc Code : RE Earned Unliquidated Rec : \$500.00

Doc Dept : 100

Doc ID : INSTRUCT 6.4

OK Cancel

9. Click the **Magnifying Glass** icon next to the **Earned Collected** field. The Detailed Transaction Listing is displayed. The same set of your CR documents are listed.
- B. Review CUSTS updates.
1. In the **Jump to** field, enter **CUSTS**.
 2. Click **Go**.

Jump to: 


3. The Search window opens.
4. In the **Department** field, enter the data from *your student data card*.
5. In the **Customer** field, enter **VC*003**.

6. Click **OK**. The CUSTS record for the customer is displayed.

Customer Information

Customer	Name	Department	Unit	Outstanding Balance
✓ VC0000000003	John Eppinett	100	ALL	(\$1,450.50)

First Prev Next Last

[Search](#) 

Customer: VC0000000003

Name: John Eppinett

▼ **Current Balance**

Department: 100	Earned Unliquidated Rec: \$1,500.00
Unit: ALL	Earned Liquidated Rec: \$0.00
Unliquidated Amount: \$1,500.00	Earned Collected: \$2,200.50
Liquidated Amount: \$0.00	Unearned Unliquidated Rec: \$0.00
Collected Amount: \$2,200.50	Unearned Liquidated Rec: \$0.00
Payment within Tolerance Amount:	Unearned Collected: \$0.00
Outstanding Balance: (\$1,450.50)	Refund Unliquidated Rec: \$0.00
Written Off Amount: \$0.00	Refund Liquidated Rec: \$0.00
Unreserved Credit Balance: \$750.00	Refund Collected: \$0.00
Reserved Credit Balance: \$0.00	Deposit Unliquidated Rec: \$0.00
	Deposit Liquidated Rec: \$0.00
	Deposit Collected: \$0.00

► **Credit History**

7. Review the record.
8. Click **Home** in the Primary Navigation Panel to return to the Home Page.

Lesson Summary

In this lesson, you:

- Identified the Components of a Cash Receipt Document and their respective fields
- Examined the procedure for creating a Cash Receipt
- Performed the steps for creating a CR based document without referencing an RE
- Examined the steps involved in creating a Cash Receipt from a Document Template
- Learned how to look up Customer Account information to verify the effects of documenting Cash Receipts

Check Your Progress

1. Identify the *incorrect* statement regarding the Cash Receipt (CR) document.
 - a. A CR can have multiple accounting lines.
 - b. A CR can only have one vendor line.
 - c. A CR may or may not reference a Receivable (RE) document.
2. Payment Type is a field on the:
 - a. Accounting component
 - b. Posting component
 - c. Vendor component
3. The Posting line is where you enter:
 - a. The total amount of unpaid bills
 - b. The amount that you received
 - c. The bank account used for deposit
 - d. None of the above.
4. Document Templates are used by approvers to Auto Approve documents
 - a. True
 - b. False

4. Cash Receipt with Reference Documents

Learning Objectives

In this lesson, you will:

- Identify the components of the Cash Receipt document with a receivables reference
- Examine the process of creating a Cash Receipt document with a receivables reference
- Create a Cash Receipt document with a Receivable reference
 - Examine the process of handling Reserved and Unreserved Overpayments
 - Examine the process of creating a Cash Receipt with multiple Receivable reference documents
 - Examine the process of creating a Cash Receipt from Referral to Collection Agency (CL) and a Write Off (WO) documents
- Review the process of researching Cash Receipts

Lesson Overview

Cash Receipt (CR) based documents record money collected by the State from customers. A Cash Receipt can reference several types of Receivable documents. Payments may be received by cash, check, Automated Clearing House (ACH), wire, and credit card. CR document codes help to more easily distinguish the purpose of the transaction and enforce slightly different processing rules or security requirements. The CR document codes that allow for a receivable reference are the CR, CRTRI and CACR document codes.

In this lesson, you will examine the structure of the Cash Receipt document, create Cash Receipt documents in order to complete a variety of processing scenarios, and research the changes that a Cash Receipt document makes to customer information tables and reference documents.

When a customer has been billed or invoiced, a Receivable is created in AFIS. The corresponding payment from a customer liquidates the Receivable document. This lesson examines the process of creating Cash Receipt documents that reference Receivable documents. More information relating to the specifics about creating Receivable documents is covered in the AR & Billing class.

4.1. State Process Overview

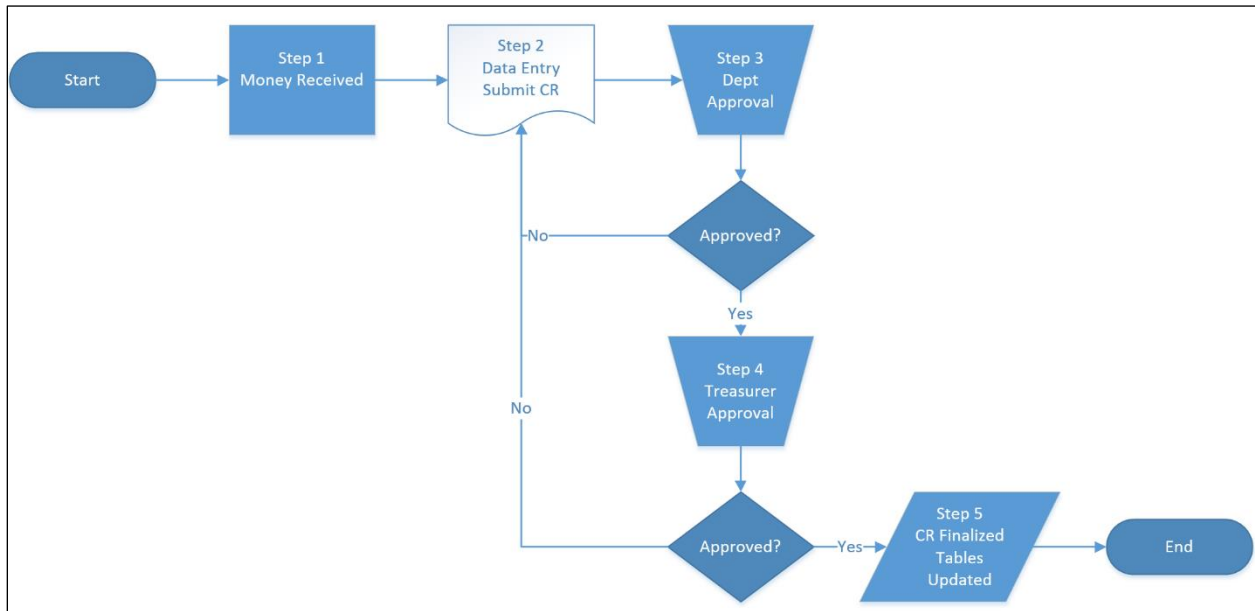
The steps below describe the statewide process. This process is referenced in To Be ID AR-TB-012 and represented by Figure 5 below.

Please note the Cost Accounting Cash Receipt (CACR) document, is not created on-line, but is created through an AFIS batch process. The CACR document references a receivable document, and is covered in this section.

The Cash Receipt – Web Portal (CRWP), is also not created online, but is created through an interface process from the State’s Web Portal. It does not reference a receivable, so it is not covered by this section. The CRWP document is covered further in section seven of this training guide.

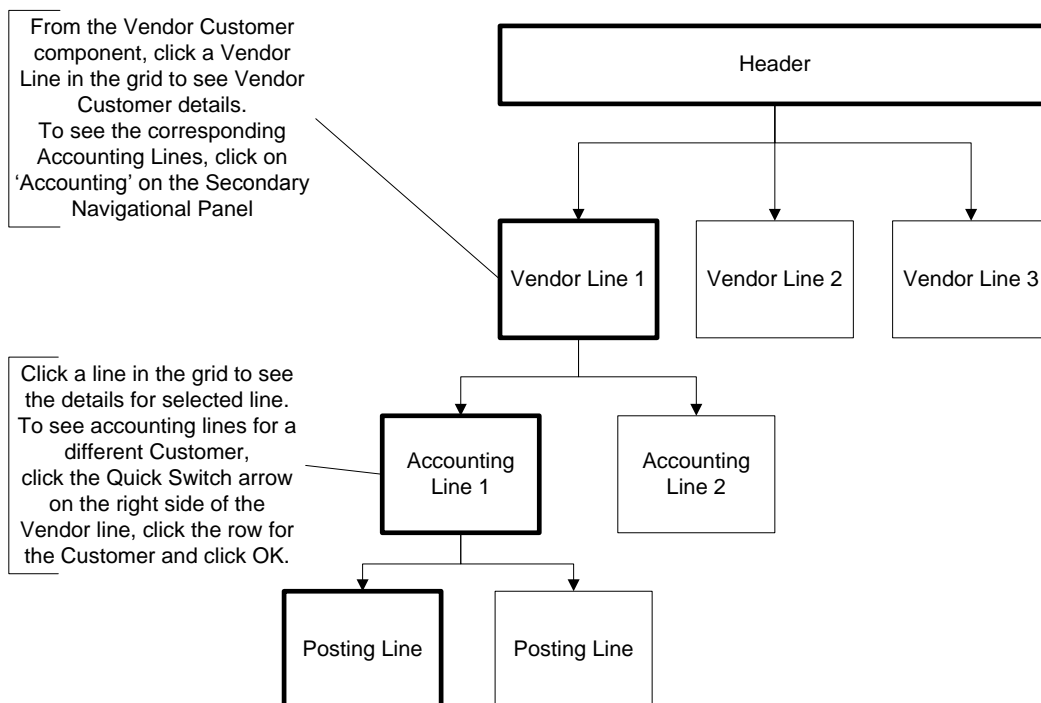
In addition to the statewide process below, the Treasurer’s Office has provided further guidance on the processing and delivery requirements from their Office, for deposits. This guidance is made available through the GAO Website. Besides this guidance, your agency may have additional requirements.

1. The department receives payment from a customer or collection agency.
2. The Department is responsible for the drafting of the Cash Receipt (CR) document in the system. Information regarding the monies collected including but not limited to, collections against outstanding receivables, payment type, who paid, location of collection, comments and multiple and/or partial invoice payments on the same CR document. Any supporting documentation should be attached to the document at this time. Upon completion of the data entry, the CR document is submitted and routed for approval.
3. The CR document and any attached documentation are reviewed, as an initial review, by an authorized Department level approver. If the approver determines the CR document has missing or incorrect data, then the CR document is rejected and returned for corrections in Step 2. If the approver determines the CR data is correct, then the CR document is approved and proceeds to the next step.
4. The CR document and any attached documentation are reviewed by an authorized State Treasurer level approver as a final review. If the approver determines the CR document has missing or incorrect data, then the CR document is rejected and returned for corrections in Step 2. If the approver determines the CR data is correct, then the CR document is approved and proceeds to the next step.
5. The CR document final submission updates the CASH table and/or Customer Account Information (CUSTA) table and other associated tables within AFIS.

Figure 5: Process of Creating a Cash Receipt (AR-TB-012)

4.2. Cash Receipt Document Components

Documents in AFIS are made up of various components (sometimes referred to as 'sections'). CR documents contain 4 components. Figure 6 illustrates the relationship between these components.

Figure 6: Cash Receipt Document Components Relationship

The components of a Cash Receipt are:

- **Header** – Stores values that apply to the entire document
- **Vendor** – Stores customer account information (customer code, billing address, billing profile, etc.)
- **Accounting** – Used to record Chart of Accounts elements
- **Posting Line** – Represents the postings for each accounting line

Cash Receipt Header Component

The Header component stores values that apply to all components of the CR document. The General Information tab contains descriptive fields and date information common to most document headers. It also shows the total amount by payment type on the document as well as fields which capture bank and payment information. Optionally, select the Payment Type (Cash, Check, Wire Transfer, etc.) on the header if the same value will be used across multiple vendor lines.

Cash Receipt(CR) Dept: 101 ID: STU 1 1.2 B Ver.: 2 Function: Modification Phase: Draft Modified by: Student1, 04/06/2015

Header

List View

General Information Extended Description Document Information

Document Name:

Record Date:

Budget FY: 2015

Fiscal Year:

Period:

Document Description: ARM02 - S2, CA

Document Total: \$525.50

Actual Amount: \$525.50

Closed Amount: \$0.00

Closed Date:

Original Amount: \$525.50

Total Currency: \$0.00

Total Coin: 0.00

Total Cash: \$0.00

Total Check: \$0.00

Total Credit/Debit: \$0.00

Total EFT: \$0.00

Total Wire Transfer: \$0.00

Total Payroll Deduction: \$0.00

Bank Account: BK01

Cash Account:

Cash Account Sub:

Deposit Ticket:

Deposit Date:

Bank Deposit Date:

Date Transmitted for Reconciliation:

Date Transmitted for Audit:

Method of Deposit:

Deposit and Bank Category:

Payment Type: Cash

Misc. Identifier:

Mail Code:

Escrow ID:

Number of Checks: 1

Central Statement Customer:

Central Statement BPRO:

Save Undo Auto Apply

Cash Receipt Header – Extended Description Tab

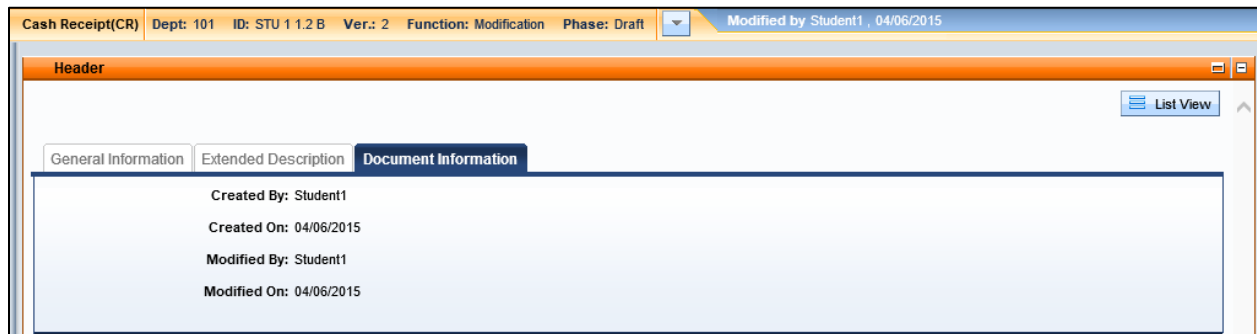
The Extended Description tab contains one large text field for entering a long description of the document or notes related to the processing of the document.



The screenshot shows a software window titled "Header" with a tabbed interface. The "Extended Description" tab is selected, showing a large, empty text area for input. Other tabs visible are "General Information" and "Document Information". A "List View" button is located in the top right corner of the window.

Cash Receipt Header – Document Information Tab

The Document Information tab displays the user ID's and dates for document creation and modification.



The screenshot shows the same "Header" window, but with the "Document Information" tab selected. The window title bar includes metadata: "Cash Receipt(CR)", "Dept: 101", "ID: STU 1 1.2 B", "Ver.: 2", "Function: Modification", "Phase: Draft", and "Modified by Student1 04/06/2015". The main content area displays the following information:

- Created By: Student1
- Created On: 04/06/2015
- Modified By: Student1
- Modified On: 04/06/2015

Cash Receipt Vendor Component

The Vendor component is used to record the source of the payment, typically from an external customer. Each CR based document requires one vendor line, although more than one vendor line is permitted. On the vendor line customer information will either be entered or inferred by the reference document.

Cash Receipt Vendor – General Information Tab

The General Information tab identifies the source of the payment. It contains the customer name, billing profile, and address information. In addition, it contains the total dollar amount of all accounting lines associated with the vendor line, the AR department, AR unit, and Auto Apply checkbox.

Cash Receipt(CR) Dept: 101 ID: STU 1 1.2 B Ver.: 2 Function: Modification Phase: Draft Modified by Student1 , 04/06/2015

Vendor Total Lines: 1 Vendor Line: 1 Vendor Customer: VC0000000003 Legal Name: John Eppinett

Vendor Line	Vendor Customer	Legal Name	Line Amount	Suppress Pend Print	Payment Type
1	VC0000000003	John Eppinett	\$525.50	No	Check

From 1 to 1 Total: 1 First Previous Next Last Go to line: Go

List View

General Information Payment Information Reference Information Payment Order Wire Transfer

Vendor Customer: VC0000000003 Vendor Contact ID: PC001

Billing Profile: Legal Name: John Eppinett Vendor Contact Name: John Eppinette

Alias/DBA: Vendor Contact Phone: (480) 938-2231

Traveler ID: Vendor Contact Phone Ext.: Vendor Contact Email: jeppinette@hotmail.com

Misc. Account: Fax: Address Code: AD001 Fax Extension: Web Address http://

Address Line 1: 9192 E. San Salvador Drive Auto Apply: Reserve Cr Balance: Line Amount: \$525.50

Address Line 2: City: Scottsdale State: AZ Zip: 85258 Payment Type: Check

Country: USA Suppress Pend Print: Currency: 0 Coin: 0.00

County: AR Dept: 101 AR Unit: ALL Line Actual Amount: \$525.50

Cash Receipt Vendor – Payment Information Tab

The Payment Information tab contains payment date, reason for modifications, and identifies the check or EFT transaction. Credit / Debit Card information should not be entered in AFIS.

Cash Receipt(CR) Dept: 101 ID: STU 1 1.2 B Ver.: 2 Function: Modification Phase: Draft Modified by Student1 , 04/06/2015

Vendor Total Lines: 1 Vendor Line: 1 Vendor Customer: VC0000000003 Legal Name: John Eppinett

Vendor Line	Vendor Customer	Legal Name	Line Amount	Suppress Pend Print	Payment Type
1	VC0000000003	John Eppinett	\$525.50	No	Check

From 1 to 1 Total: 1

First Previous Next Last Go to line: Go

List View

General Information **Payment Information** Reference Information Payment Order Wire Transfer

Payment Date: 10/16/2014
Reason:
Check/EFT Number: 122109876
Check/EFT Date: 10/16/2014
ID Number:
ID Type:
NSF Fee Amount: \$0.00
NSF Check Date:
Waive NSF Fee: ☐

Credit/Debit Card:
Credit/Debit Card Type:
Credit/Debit Card Number:
Credit/Debit Card Expiration Month:
Credit/Debit Card Expiration Year:
Credit/Debit Card Trans Number:
Credit/Debit Card Holder Name:
Misc. Description 1:
Misc. Description 2:
Misc. Description 3:

Cash Receipt Vendor – Reference Information Tab

The Reference Information tab contains fields for specifying a reference document.

Cash Receipt(CR) Dept: 101 ID: STU 1 1.2 B Ver.: 2 Function: Modification Phase: Draft Modified by Student1 , 04/06/2015

Vendor Total Lines: 1 Vendor Line: 1 Vendor Customer: VC0000000003 Legal Name: John Eppinett

Vendor Line	Vendor Customer	Legal Name	Line Amount	Suppress Pend Print	Payment Type
1	VC0000000003	John Eppinett	\$525.50	No	Check

From 1 to 1 Total: 1

First Previous Next Last Go to line: Go

List View

General Information Payment Information **Reference Information** Payment Order Wire Transfer

Ref Doc Code:
Ref Doc Dept:
Ref Doc ID:

Ref Vendor Line:
Ref Accounting Line:

Cash Receipt Vendor – Payment Order Tab

The Payment Order tab contains five Priority Posting Type fields that determine the order the payment will be applied against open RE accounting lines. The order will be inferred from the Billing Profile (BPRO) or System Options (SOPT) tables, but may be overridden on the CR based document if necessary. Types of posting priorities include: Interest, Late Fee, Admin Fee, or Principal. The same priority cannot be used more than once.

The screenshot shows the 'Cash Receipt(CR)' form with the following details:

- Dept: 101 ID: STU 1 1.2 B Ver.: 2 Function: Modification Phase: Draft Modified by Student1, 04/06/2015
- Vendor: Total Lines: 1 Vendor Line: 1 Vendor Customer: VC0000000003 Legal Name: John Eppinett
- Table with 6 columns: Vendor Line, Vendor Customer, Legal Name, Line Amount, Suppress Pend Print, Payment Type. Row 1: 1, VC0000000003, John Eppinett, \$525.50, No, Check.
- From 1 to 1 Total: 1. Navigation buttons: First, Previous, Next, Last. Go to line: [] Go.
- List View button.
- Tabs: General Information, Payment Information, Reference Information, **Payment Order**, Wire Transfer.
- Payment Order fields:
 - Priority 1 Posting Type: NSF Fee
 - Priority 2 Posting Type: Late Fee
 - Priority 3 Posting Type: Admin Fee
 - Priority 4 Posting Type: Interest
 - Priority 5 Posting Type: Principal
 - Priority 6 Posting Type: Tax

Cash Receipt Vendor – Wire Transfer Tab

The Wire Transfer tab contains fields used to record information related to a wire transfer, including Wire Transfer Number, Date, Bank Name, Account and ABA Number.

The screenshot shows the 'Cash Receipt(CR)' form with the following details:

- Dept: 101 ID: STU 1 1.2 B Ver.: 2 Function: Modification Phase: Draft Modified by Student1, 04/06/2015
- Vendor: Total Lines: 1 Vendor Line: 1 Vendor Customer: VC0000000003 Legal Name: John Eppinett
- Table with 6 columns: Vendor Line, Vendor Customer, Legal Name, Line Amount, Suppress Pend Print, Payment Type. Row 1: 1, VC0000000003, John Eppinett, \$525.50, No, Check.
- From 1 to 1 Total: 1. Navigation buttons: First, Previous, Next, Last. Go to line: [] Go.
- List View button.
- Tabs: General Information, Payment Information, Reference Information, Payment Order, **Wire Transfer**.
- Wire Transfer fields:
 - Wire Transfer Number: []
 - Wire Transfer Date: []
 - ABA Number: []
 - Bank Name: []
 - Account Number: []
 - BIC or SWIFT Code: []
 - IBAN: []
 - Description: []

Cash Receipt Accounting Component

The Accounting component records the Chart of Accounts information used when posting the CR based document to the accounting journal and performing updates to the budgets. Accounting lines are created for each vendor line. Each vendor line must have at least one accounting line.

Cash Receipt Accounting – General Information Tab

The General Information tab contains descriptive fields and date information. The set of available Event Types in the pick list represent payment receipt event codes, with AR02 (Collected Earned Revenue) as the default, for all CR type documents covered by this section, except for the CACR document, which has a default event type of ARC4 (Collect Earned Revenue – Cost Reimbursement).

Cash Receipt(CR) Dept: 101 ID: STU 1 1.2 B Ver.: 2 Function: Modification Phase: Draft Modified by Student1 , 04/06/2015

Accounting Total Lines: 1 Accounting Line: 1 Line Amount: \$525.50

Accounting Line	Line Amount	Event Type
1	\$525.50	AR02

From 1 to 1 Total: 1 First Previous Next Last Go to line: Go

List View

General Information Reference Fund Accounting Detail Accounting

Event Type: AR02 Budget FY: 2015

Line Type: A Fiscal Year:

Line Type Name: PRINCIPAL Period:

Accounting Template: Reason:

Line Description: Reclassification Date:

Line Amount: \$525.50 Reclassification Held: ☐

Currency: Trip ID:

Coin: Serial Deposit Number:

Refunded Amount: \$0.00 Foreign Currency Code:

Foreign Currency Amount:

Exchange Rate:

Assessment ID:

Tax Percentage:

Cash Receipt Accounting – Fund Accounting Tab

The Fund Accounting tab contains Chart of Accounts (COA) elements that define the budget structure or account that will be updated by the Cash Receipt. The COA data entry requirements are controlled by the Event Type entered on the accounting line.

Cash Receipt(CR) Dept: 101 ID: STU 1 1.2 B Ver.: 2 Function: Modification Phase: Draft Modified by Student1 , 04/06/2015

Accounting Total Lines: 1 Accounting Line: 1 Line Amount: \$525.50

Accounting Line	Line Amount	Event Type
1	\$525.50	AR02

From 1 to 1 Total: 1

First Previous Next Last Go to line: Go

List View

General Information Reference **Fund Accounting** Detail Accounting

Fund: 9001	Department: 101	OBSA:
Sub Fund:	Unit: 0101	Sub OBSA:
Object:	Sub Unit:	Dept Object:
Sub Object:	Appr Unit: 1010000	Dept Revenue:
Revenue: 4312	BSA:	
Sub Revenue:	Sub BSA:	

Cash Receipt Accounting – Detail Accounting Tab

The Detail Accounting tab contains decentralized Chart of Accounts (COA) elements that help to further identify the Cash Receipt and apply it to particular Location, Activity, Function, Reporting, Task, and Program codes.

Cash Receipt(CR) Dept: 101 ID: STU 1 1.2 B Ver.: 2 Function: Modification Phase: Draft Modified by Student1 , 04/06/2015

Accounting Total Lines: 1 Accounting Line: 1 Line Amount: \$525.50

Accounting Line	Line Amount	Event Type
1	\$525.50	AR02

From 1 to 1 Total: 1

First Previous Next Last Go to line: Go

List View

General Information Reference Fund Accounting **Detail Accounting**

Location:	Reporting:	Major Program:
Sub Location:	Sub Reporting:	Program:
Activity:	Task: 101000	Phase:
Sub Activity:	Sub Task:	Program Period:
Function: 1015205	Task Order:	
Sub Function:		

Cash Receipt Posting Component

The Posting component shows the accounting impact of the document. It shows values entered on the other components such as the Chart of Accounts elements, as well as many values that were not entered in the other components. No data can be entered into this section; posting lines are generated from the rest of the document data. Users can click the eye icon to expand the posting details.

The Posting component will only show the posting lines for one Accounting Line at a time. To see the Posting Lines for a different Accounting Line, click on the Accounting component, select another Accounting Line, and then click the Posting component.

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Standard	A001 R003	Cash External CER	\$0.00	\$0.00

From 1 to 1 Total: 1

First Previous Next Last

Go to line: Go

4.3. Cash Receipts Data Entry

Each Cash Receipt document component requires information and/or verification. This topic describes the data entry requirements for CR based documents with a Receivable reference. To create a CR or CRTRI document, use the Document Catalog. The CACR will not be created manually online. Regardless, all CR based documents covered by this section have nearly all the same input requirements, whether manually created online, or created offline. Differences will be highlighted throughout this section.

Cash Receipt Header

The CR based document opens to the Header section, General Information tab. The following fields require data entry, regardless of whether or not the CR references another document:

- **Document Description** – Enter a description for the document
- **Document Total** – Enter the total amount to be processed on the CR based document. The CACR document will not require a document total.
- **Bank Account** – Enter the Bank Account code, or select the search button to locate it

Note: The Bank Account used will always be BK01.
- **Record Date** – Leave this blank, the system will infer the current System Date, when the Treasurer's Office approves the document. Utilize other dates on this page, like the Deposit Date, Bank Deposit Date, Date Transmitted for Reconciliation or Date Transmitted for Audit to capture internal dates.

Auto Apply Feature

The Header section contains the Auto Apply button which automatically creates accounting lines on the CR based document. This feature is useful when the CR based document should reference a Receivable, but the CR based document was not created using the copy forward feature or when a payment is to be applied to more than one Receivable within a Customer Account.

The Auto Apply feature builds Cash Receipt accounting lines based on the customer account or the document reference entered on the Cash Receipt vendor line. In addition to entering these details, the Auto Apply checkbox on the Vendor component General Information tab must be checked. Then the Auto Apply button located on the Cash Receipt Header component can be selected. The system will automatically build the accounting line(s) based on the order listed below:

1. If a Receivable document ID and Accounting Line are entered on the Cash Receipt Vendor Line, one Accounting Line is generated referencing the specific Receivable Accounting Line
2. If a Receivable document ID (with no reference to an accounting line) is entered on the Cash Receipt Vendor Line, appropriate accounting lines are populated
3. If no Receivable data is provided, the customer account information is used to locate open Receivable documents for referencing

In the event of partial payments, a user will enter the dollar amount on the vendor line before selecting Auto Apply. If no dollar amount is indicated, the entire open amount is inferred onto the accounting line(s). If the amount of the Cash Receipt exceeds the total outstanding Receivable balance, an additional line will be created on the Cash Receipt.

Cash Receipt Vendor

For CR based documents created from the document catalog, a new vendor line must be created by clicking the Insert New Line button in the Vendor component. Multiple Vendor lines are allowed on a Cash Receipt. The following fields on the General Information tab may require input if available based on the transaction:

- **Vendor Customer** – Enter Vendor Customer code, or select from the pick list
- **Billing Profile** – Enter value or select from pick list
- **Address information** – Auto populates from the Vendor Customer code or reference document
- **Line Amount** – Enter total for this line
- **AR Dept** – Inferred from the document ID
- **AR Unit** – Auto populates based on option set for the AR Dept on the Dept table. This AR Unit may need to be changed, to match the AR Unit on the Billing Profile.
- **Payment Type** – Enter or select the type of payment such as Check, Cash, Credit Card, Wire Transfer, etc. The Payment Type for the CACR document will default to Cash and can be changed to Wire Transfer.

Cash Receipt Vendor – Payment Information

For all CR based documents, the current date will default for the payment date, if not entered. Depending on the Payment Type selected on the General Information tab, users may need to enter the detailed payment information on the Payment Information tab, like the Check/EFT Number and Check/EFT Date. Do not enter credit/debit card information in AFIS.

Cash Receipt Vendor – Reference Information

The Reference Information tab identifies the document to be liquidated, usually an RE.

Cash Receipt Vendor – Wire Transfer

If the Payment Type selected on the General Information tab is Wire Transfer, users can provide information about the Wire Transfer on this tab.

Cash Receipt Accounting

For CR based documents with a document reference that contains vendor lines with no reference, new accounting line must be created manually for these vendor lines. A CR document can have some vendor lines that reference an RE document and other lines that do not reference a document. In order to do this, first click the Insert New Line button. Multiple Accounting lines are allowed on a CR. The following fields on the General Information tab require information:

- **Event Type** – Defaults to AR02. A different value may be selected from the pick list
- **Line Type** – Defaults to A (Principal). Select the appropriate Line Type from the pick list
- **Line Amount** – Enter an amount
- **Accounting Template** – Enter value or select from pick list if using an accounting template to populate Chart of Accounts fields with values that can be overwritten

Cash Receipt Accounting – Reference

This information will infer when using a reference document and the auto apply feature.

Cash Receipt Accounting – Fund Accounting

The Fund Accounting tab contains Chart of Accounts (COA) elements that define the budget structure or account that will be updated by the Cash Receipt Accounting line. The COA data entry requirements are controlled by the Event Type selected on the Accounting line. Please note that the reference functionality will infer the necessary fund accounting elements from the reference document. Table 6 lists the Chart of Accounts Elements.

Table 6: Chart of Accounts Elements

COA Element	Notes
Fund	Required
Fund (Sub Fund)	Optional
BSA (Balance Sheet Account)	Conditionally Required with Event Type posting to an

COA Element	Notes
	asset, liability, or equity account
Object	Conditionally Required depending on Event Type
Object (Dept)	Optional
Revenue	Required unless Object is used
Revenue (Dept)	Optional field which may be required by Departments
Department	Required
Unit	Required
Appropriation Unit	Required

Cash Receipt Accounting – Detail Accounting

All fields on this tab will infer based on the reference document used. If entered manually the Function or Accounting Template can be used to infer elements, if available.

- **Function** – Enter value or select from pick list if using a Function to populate Chart of Accounts fields with values that cannot be overwritten

Please note: The Detail Accounting section for the CACR document allows additional details to be viewed, related to the Funding Profile, Funding Priority and Funding Line. Additionally, the Major Program must be populated, if these other fields are populated.

Cash Receipt Posting

Cash Receipt Posting lines will automatically be populated with information based on the information in the other sections. The information on the CR Posting lines cannot be modified.

4.4. Entering a Cash Receipt with a Receivable Reference

A Receivable (RE, RETRI or CARE) document produces a bill for a customer that owes money to the State. When a customer has submitted payment in response to the bill, a CR based document must be entered. The CR based document will reference the Receivable document to reduce the receivable. This topic will cover several possible scenarios where a Cash Receipt document is created by referencing an existing Receivable document.

Please note that the RETRI Receivable document is specifically referenced by the CRTRI document. These documents are used for facilities related billing and receipt activities for the TRIRIGA system and are manually created online.

Additionally, the CARE Receivable document is specifically referenced by the CACR document. These documents are both produced by an offline batch process in Advantage and are related to the Cost Accounting cash receipts. Although, they are not created online, differences will be highlighted throughout this section.

Invoice Payment

When a customer makes a payment that exactly matches an invoice, the Cash Receipt can be created by referencing the existing RE based document. The customer and accounting information will carry forward from the Receivable and populate the CR based document. There are only a few fields that need information manually entered in this scenario.

Partial Payment

If the payment does not fully cover the amount of the referenced document(s), it is considered a Partial Payment and it will leave a balance on the Customer Account Information table. The steps involved in processing a partial payment are similar to the steps involved in processing a full invoice payment with the exception that the Header-Document Total, Vendor-Line Amount, and Accounting-Line Amount fields must be changed to match the payment received.

ACTIVITY 4.4

Process a Partial Payment CR using Copy Forward to Reference RE

Scenario

Several weeks ago, your agency created an RE for \$1000, split evenly between two accounting lines, one for goods (\$500) and one for services (\$500). An invoice was sent to the customer. The customer has now sent a partial payment of \$750. Of this payment, \$300 will be applied to the first accounting line (goods), and the remaining \$450 will be applied to the second line (services). You need to create the Cash Receipt referencing the RE.

Setup

- ✓ User is logged into the AFIS Home Page.

Steps

A. Search for the existing RE document.

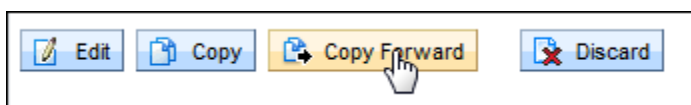
1. In the **Jump to** field, enter **RESTA**.
2. Click **Go**. The Receivable Search page will open. The search fields are blank and no records are displayed.



3. In the **AR Dept** field, enter the data from **your student data card**.
4. Click **Browse**. The RE document ID link is displayed in the grid.
5. In the grid, select the **Doc ID from your student data card** by clicking on the underlined Doc ID. The RE document will open.

B. Copy forward to a CR document.

1. From the bottom, left hand side of the document, click the **Copy Forward** button. The Copy Forward page opens.



2. In the **Doc Department Code** field, enter the data from *your student data card*.
3. Check the **Auto Numbering** checkbox.

4. If necessary, in the **Target Doc Code** grid, click the line for **CR**.

Copy Forward

From Document

Category : AR Doc Dept : 100

Type : RE Doc Unit :

Code : RE ID : INST 4.4A

Select Entire Document : ☒ Version : 1

To Document

Doc. Department Code : 100 Document Id :

Unit Code : Auto Numbering : ☒

Target Doc Type	Target Doc Code	Description
✓ CR	CR	Collect Receivable
WO	WO	Write-Off Receivable
WO	WOAGA	Write-Off Receivable - AG
CL	CL	Send Receivable to Collection

First Prev Next Last

OK Cancel

5. Click **OK**. When the CR is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.

6. Make note of the generated **Document ID**: _____

AFIS Jump to: RESTA Go Home Personalize

Welcome, Student 1 Procurement Budgeting Accounts Receivable Accounts

Cash Receipt(CR) Dept: 100 ID: 201500000227 Ver.: 1 Function: New Phase: Draft Modified by Student1 , 04/06/2015

- C. Complete the General Information tab on the Header section.

1. In the **Document Total** field, enter the amount **750**.
2. In the **Bank Account** field, enter **BK01**.

3. In the **Deposit Date** field, enter *today's date*.

4. Click the **Open Document Navigator** arrow on the left side of the screen to expand the Document Navigator panel. Select **Vendor** on the Document Navigator panel.
- D. Complete the General Information tab on the Vendor component.
1. Click the **Vendor** section. Observe that most of the fields are populated based on values from the RE, including Vendor Customer, Billing Profile, Line Amount, AR Dept and AR Unit.
 2. In the **Line Amount** field, change the amount to **750**.

- For the **Payment Type**, select **Check**.

The screenshot shows the 'General Information' tab of the AFIS Accounts Receivable – Cash Receipts form. The form is divided into two main sections: Vendor Customer and Vendor Contact. The Vendor Customer section includes fields for Billing Profile (ST01), Legal Name (John Eppinett), Alias/DBA, Traveler ID, Misc. Account, Address Code (AD001), Address Line 1 (9192 E. San Salvador Drive), Address Line 2, City (Scottsdale), State (AZ), Zip (85258), Country (USA), County, AR Dept (100), and AR Unit (All). The Vendor Contact section includes fields for Vendor Contact ID (PC001), Vendor Contact Name (John Eppinette), Vendor Contact Phone ((480) 938-2231), Vendor Contact Phone Ext., Vendor Contact Email (jeppinette@hotmail.com), Fax, Fax Extension, Web Address http://, Auto Apply, Reserve Cr Balance, Line Amount (750), Payment Type (Check), Suppress Pend Print, Currency (0), Coin (0.00), and Line Actual Amount (\$1,000.00). The bottom of the form has a toolbar with buttons for Save, Undo, Insert New Line, Insert Copied Line, and Edit with Grid.

- Click the **Payment Information** tab.
- In the **Check/EFT Number** field enter the *check number*.
- In the **Check/EFT Date** field enter *today's date*.

The screenshot shows the 'Payment Information' tab of the AFIS Accounts Receivable – Cash Receipts form. The form is divided into two main sections: Payment Date and Credit/Debit Card. The Payment Date section includes fields for Payment Date (04/06/2015), Reason, Check/EFT Number (100), Check/EFT Date (4/4/2015), ID Number, ID Type, NSF Fee Amount (\$0.00), NSF Check Date, and Waive NSF Fee. The Credit/Debit Card section includes fields for Credit/Debit Card, Credit/Debit Card Type, Credit/Debit Card Number, Credit/Debit Card Expiration Month, Credit/Debit Card Expiration Year, Credit/Debit Card Trans Number, Credit/Debit Card Holder Name, Misc. Description 1, Misc. Description 2, and Misc. Description 3. The bottom of the form has a toolbar with buttons for Save, Undo, Insert New Line, Insert Copied Line, and Edit with Grid.

- Click the **Reference Information** tab. Observe that the Ref Doc Code, Ref Doc Dept, and Ref Doc ID fields are populated showing the RE document.

General Information | Payment Information | **Reference Information** | Payment Order | Wire Transfer

Ref Doc Code: RE Ref Vendor Line: 1
 Ref Doc Dept: 100 Ref Accounting Line: 2
 Ref Doc ID: INST 4.4A

E. Update the Accounting section, and review inferred values.

- Click the **Open Document Navigator** arrow on the left side of the screen to expand the Document Navigator panel.
- Select **Accounting** on the Document Navigator panel.
- The first of two accounting lines is displayed. Event Type, Line Type, and Line Amount are populated with the values AR02, A, and \$500.00 respectively.

Accounting Line	Line Amount	Event Type
1	\$500.00	AR02
2	\$500.00	AR02

Total Lines: 2 Accounting Line: 1 Line Amount: \$500.00

From 1 to 2 Total: 2 First Previous Next Last Go to line: Go

- In the **Line Amount** field, change the amount to **300**.
- Click the **Reference Information** tab. Observe that the RE document is identified.
- Click the **Fund Accounting** tab. Observe that the accounting elements are populated.
- In the Account line grid, click line 2. The second accounting line is displayed, still showing the **Fund Accounting** tab.
- Click the **General Information** tab.
- On Accounting Line 2, in the **Line Amount** field, change the amount to **450**.

Accounting Line	Line Amount	Event Type
1	\$300.00	AR02
2	\$450.00	AR02

Total Lines: 2 Accounting Line: 1 Line Amount: \$300.00

From 1 to 2 Total: 2 First Previous Next Last Go to line: Go

F. Check the CR document for errors and submit it.

1. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the **Validate** button again. If the validation is successful, the following message is displayed in the upper left corner of the screen: "**Document validated successfully.**"
2. Click the **Posting** section.
3. Click the **Eye** icon. Review the postings. Posting lines exist to liquidate the RE and establish the CR.

The screenshot shows a window titled "Posting" with a sub-header "Total Lines: 2 Posting Line: 1". It contains a table with the following data:

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Standard	A001 R003	Cash External CER	\$300.00	\$300.00

Below the table is a "List View" button. Underneath is a tabbed interface with "General Information" selected. The "General Information" tab displays the following details:

Run Time/Date: 04/11/2015	Budget FY: 2015
Record Date: 04/06/2015	Fiscal Year: 2015
Journal Posting: Not Ready	Period: 10
Budget Posting: Not Ready	Post Pair ID: A
Bank Account: BK01	Line Amount: (\$300.00)
BSA Type Indicator:	Posting Amount: (\$300.00)
OBSA Type Indicator: Asset	Closed Amount: \$0.00
Debt ID:	

4. Click the **Submit** button to submit the document for approval when all errors are resolved. If the submission is successful, the following message is displayed in the upper left corner: "**Document submitted successfully.**"
5. Click **Close** to return to the RE.

The screenshot shows a toolbar with the following buttons: "Print" (with a printer icon), "Processing" (with a dropdown arrow), "Workflow" (with a dropdown arrow), "File" (with a dropdown arrow), and "Close" (with a red X icon). A mouse cursor is pointing at the "Close" button.

G. Review the updates to the RE after processing the CR.

1. Review **Closed Amount** on the RE header section, which reflects the CR amount of \$750.00.
2. Click the **Accounting** section. The first accounting line is displayed. The **Line Amount** has not changed, but the **Line Closed Amount** shows \$300.00.
3. Click the **Additional Information** tab. The amounts have been updated because of the CR. **Liquidated Amount** and **Collected Amount** values are \$300.00. The **Outstanding Amount** is \$200.00.
4. Click **Home** in the Primary Navigation Panel to return to the Home page.

4.5. Unreserved Overpayment

If the payment exceeds the amount of the referenced document(s) Receivable, and there is not another open Receivable document to apply the overpayment to, the excessive funds are recorded on a separate line, using the AR40 (Collect Unreserved Overpayment) Event Type.

Steps

1. Use the Document Catalog to create a new CR document.
2. Enter a Department Code, select Auto Numbering and click **Create**.
3. Enter the relevant Header component information.
4. Enter the relevant Vendor component information.
5. On the Reference Tab, enter the reference document information.
6. Enter the relevant Accounting component information, with the payment applied to the RE on one line.
7. Add an additional Accounting line to record the Unreserved Overpayment using Event Type code AR40.
8. Validate and Submit the Cash Receipt.

4.6. Reserved Overpayment

If the payment exceeds the amount of the referenced document(s) Receivable, and there are other open Receivable open documents to apply the overpayment to, the Auto Apply feature may be used. An overpayment line is created automatically when the full amount received exceeds the value of the lines generated. This line uses the Event Type AR41 (Collect Reserved Overpayment).

Steps

1. Use the Document Catalog to create a new CR document.
2. Enter a Department Code, select Auto Numbering and click **Create**.
3. Enter the relevant Header component information, including Payment Amount.
4. Enter the relevant Vendor component information including Payment Amount and check **Auto Apply**.
5. On the Reference Tab, enter the reference document information.
6. In the Header section, click **Auto Apply**.
7. The Accounting line information will be completed based on the reference document, additional accounting lines will be created with Event Type code AR41.
8. Validate and submit the Cash Receipt.

4.7. Cash Receipt that References Multiple Receivable Documents

One Cash Receipt (CR) based document can reference multiple Receivable documents. By adding multiple accounting and/or vendor lines to a CR based document and using Auto Apply to pull the relevant information into the Cash Receipt, more than one Receivable can be liquidated by one Cash Receipt.

Steps

1. Use the Document Catalog to create a new CR based document.
2. Enter a Department Code, select **Auto Numbering** and click **Create**.
3. Enter the relevant Header component information.
4. Enter the relevant Vendor component information and check **Auto Apply**.
5. Add lines as needed to the Vendor section, for additional Receivable references.
6. On the Reference Tab, enter the reference document information.
7. In the Header section, click **Auto Apply**.
8. The Accounting line information will be completed based on the reference documents.
9. Validate and submit the Cash Receipt.

4.8. Cash Receipt that References a Referral to Collection Agency (CL)

Once a Receivable has been sent to Collections, it is closed and any payments received must reference the Referral to Collection Agency (CL) document. This is done using Copy Forward from the Document Catalog. Agencies who use the Attorney General's Office (AGO) as their collection agency will be configured on AFIS so that CL documents processed by the agency require the final approval of the AGO. This will then allow the AGO to track the CL documents that they are responsible for pursuing collection on. Monies received on accounts pursued by the AGO, will be recorded by the AGO on CR based documents that reference the CL. This section will not apply to agencies with the AGO as their collection agency.

Steps

1. Use the Document Catalog to locate the Referral to Collection Agency (CL) document.
2. Click **Copy Forward**.
3. On the Copy Forward screen, enter the Doc. Dept Code and check the Auto Numbering box.
4. Make sure that Cash Receipt is selected in the Target Document Type list.
5. Click **OK**.
6. The new Cash Receipt document opens for data entry and submission.

4.9. Cash Receipt After a Write Off (WO)

When a Receivable document is deemed uncollectible, it may be copied forward to a Write Off (WO) document directly from the RE based document or from a CL document that references an RE based document. A WO document requires four levels of approval: 1) Department approval 2) GAO 3) AGO and 4) back to GAO.

Additionally, the write off can be created by the AGO on behalf of the agency, for those CL documents that they are collecting on. The AGO would use a clone of the WO document, called the WOAGA document. The WOAGA document requires two levels of approval 1) AGO and 2) GAO.

It is possible to receive a payment for a Receivable or Collection document that has already been partially or fully written off. If this occurs, the Write Off (WO or WOAGA document can be cancelled and then the payment applied to the open Receivable or Collection document.

Steps

1. Use the Document Catalog to locate the Write Off based document.
2. From the Action menu, select **Discard** to cancel the Write Off.
3. A new Cancellation version of the WO based document is created.
4. Validate and Submit the Cancellation.
5. If submission is approved, the Receivable or Collection document that was referenced by the WO based document will have an open balance.
6. A Cash Receipt that references the open Receivable or Collection document can now be created from the Document Catalog using Copy Forward.

4.10. Researching Cash Receipts

The cash receipt documents update several inquiry tables when they include a customer account. A customer account is defined by the combination of Vendor Customer, Billing Profile, AR Department and AR Unit. This topic reviews the tables that are updated by CR documents and tracks Customer status.

Customer Account Information (CUSTA) Table

The customer account tracks receivables, payments and other financial information. The Customer Account Information (CUSTA) table is updated by Cash Receipts (CR) based documents when a customer has been entered on a document.

CUSTA tracks the outstanding balance owed by the customer in the Current Balance Section. Several fields are calculated to provide an overall perspective of the account.

Customer Account Information

Customer	Name	Billing Profile	Department	Unit	Outstanding Balance
✓ VC0000000003	John Eppinett	ST01	100	ALL	(\$1,450.50)
VC000000176	Student 1 Inc.	ST01	100	ALL	\$1,200.00
VC000000228	Instructor Inc	ST01	100	ALL	\$9,450.00

First Prev Next Last

Search

▼ Current Balance

Customer : VC0000000003

Name : John Eppinett

Billing Profile : ST01

Central Statement : ☐

Department : 100

Unit : ALL

Unliquidated Amount : \$1,500.00

Liquidated Amount : \$0.00

Collected Amount : \$2,200.50

Payment within Tolerance Amount : \$0.00

Outstanding Balance : (\$1,450.50)

Written Off Amount : \$0.00

Unreserved Credit Balance : \$750.00

Reserved Credit Balance : \$0.00

Earned Unliquidated Rec : \$1,500.00

Earned Liquidated Rec : \$0.00

Earned Collected : \$2,200.50

Unearned Unliquidated Rec : \$0.00

Unearned Liquidated Rec : \$0.00

Unearned Collected : \$0.00

Refund Unliquidated Rec : \$0.00

Refund Liquidated Rec : \$0.00

Refund Collected : \$0.00

Deposit Unliquidated Rec : \$0.00

Deposit Liquidated Rec : \$0.00

Deposit Collected : \$0.00

Third Party Code :

Third Party Unliquidated Rec : \$0.00

Third Party Liquidated Rec : \$0.00

Third Party Collected : \$0.00

► Credit History

Top

Unreserved Credit Balance

Reserved Credit Balance

The following fields on CUSTA are calculated to present the overall status of the customer account.

- **Un-liquidated Amount** – The total amount of unpaid bills
- **Liquidated Amount** – The total billed amount that has been paid
- **Collected Amount** – The total amount that has been paid, whether billed or not, not including advances and pre-payments
- **Outstanding Balance** – The total amount owed for the customer account. Calculated as the total amount billed, less all amounts collected (including advances and pre-payments)
- **Unreserved Credit Balance** – The total unreserved credit balance on the customer account caused by overpayments.
- **Reserved Credit Balance** - The total credit balance on the customer account that is designated for a special purpose.

Customer Information (CUSTS) Table

The Customer Information (CUSTS) table is updated by the same AR documents that update the CUSTA table. CUSTS shows a customer's activity summarized across all departments and billing profiles. The fields on CUSTS are the same as those in CUSTA.

Customer Information

[Menu](#)
[Back](#)

Customer	Name	Department	Unit	Outstanding Balance
✓ VC0000000003	John Eppinett	100	ALL	(\$1,450.50)
VC0000000003	John Eppinett	101	ALL	(\$851.00)
VC0000000003	John Eppinett	102	ALL	(\$1,075.50)
VC0000000003	John Eppinett	103	ALL	(\$1,075.50)
VC0000000003	John Eppinett	104	ALL	(\$1,075.50)
VC0000000003	John Eppinett	105	ALL	(\$550.00)
VC0000000003	John Eppinett	106	ALL	\$200.00
VC0000000003	John Eppinett	107	ALL	\$200.00
VC0000000003	John Eppinett	108	ALL	\$200.00
VC0000000003	John Eppinett	109	ALL	\$200.00

First Prev
[Next](#)
[Last](#)

[Search](#)

Customer : VC0000000003
Name : John Eppinett

Current Balance

Department : 100
Unit : ALL
Unliquidated Amount : \$1,500.00
Liquidated Amount : \$0.00
Collected Amount : \$2,200.50
Payment within Tolerance Amount :
Outstanding Balance : (\$1,450.50)
Written Off Amount : \$0.00
Unreserved Credit Balance : \$750.00
Reserved Credit Balance : \$0.00

Earned Unliquidated Rec : \$1,500.00
Earned Liquidated Rec : \$0.00
Earned Collected : \$2,200.50
Unearned Unliquidated Rec : \$0.00
Unearned Liquidated Rec : \$0.00
Unearned Collected : \$0.00
Refund Unliquidated Rec : \$0.00
Refund Liquidated Rec : \$0.00
Refund Collected : \$0.00
Deposit Unliquidated Rec : \$0.00
Deposit Liquidated Rec : \$0.00
Deposit Collected : \$0.00

Credit History

Receivable History and Reference Query (RDET)

The Receivable History and Reference Query (RDET) displays all document activity related to an RE. When a cash receipt references an RE, it updates the RDET.

Receivable History and Reference Query						
Search First Prev Next Last						
Department : 100		Total Billed : \$1,000.00				
Unit : ALL		Total Liquidated : \$0.00				
Doc Dept : 100		Total to Collections : \$0.00				
Document ID : INST 4.4A		Total Written Off : \$0.00				
Customer : VC0000000003		Total Outstanding : \$1,000.00				
Name : John Eppinett		Closed Date :				
Accepted	Reference Document	Billed	Liquidated	Sent to Collection	Written Off	
✓ 10/22/2014	RE 100 INST 4.4A 1	\$1,000.00	\$0.00	\$0.00	\$0.00	
First Prev Next Last						
Receivable Search						

Fund Balance Detail Query (FBALDQ)

Regardless if a customer account is entered on a CR based document, this table is updated. The Fund Balance Detail (FBALDQ) table displays the Available Fund Balance. Use the respective magnifying glass icon to access the transactions that affected that balance.

Fund Balance Detail				
Fund	Sub Fund	Fund Balance	Adjusted Fund Balance	Available Fund Balance
✓ 0001	BLNK	\$0.00	\$0.00	\$0.00
1000	1000	\$0.00	(\$30,094.00)	(\$30,094.00)
1000	1003	\$0.00	\$405.98	\$405.98
1000	1004	\$0.00	\$178.58	\$178.58
1000	BLNK	\$0.00	\$70,622,420,369.27	\$70,622,420,369.27
First Prev Next Last				
Search				
Fund : 0001				
Sub Fund : BLNK				
Fund Balance : \$0.00				
Pending Revenue Increases : \$0.00				
Pending Revenue Decreases : \$0.00				
Pending Expense Increases : \$0.00				
Pending Expense Decreases : \$0.00				
Revenue Account Balance : \$0.00				
Expense Account Balance : \$0.00				
Adjusted Fund Balance : \$0.00				
Fund Balance Minimum : \$0.00				
Available Fund Balance : \$0.00				
Fund Balance Detail Maintenance Fund Balance Summary				

Cash Balance Detail Query (CBALDQ)

Regardless if a customer account is entered on a CR based document, this table is updated. The Cash Balance Detail (CBALDQ) table displays the Available Cash Balance. Use the respective magnifying glass icon to access the transactions that affected that balance.


Cash Balance Detail				
Fund	Sub Fund	Cash Balance	Adjusted Cash Balance	Available Cash Balance
0001	BLNK	\$0.00	\$0.00	\$0.00
✓ 1000	1000	\$0.00	\$0.00	\$0.00
1000	1003	\$0.00	\$0.00	\$0.00
1000	1004	\$0.00	\$0.00	\$0.00
1000	BLNK	\$241,886,101.81	\$241,886,101.81	\$241,886,101.81


First Prev [Next](#) [Last](#)

[Search](#)


Fund : 1000

Sub Fund : 1000


Cash Balance : \$0.00 


Pending Increase Non-Cash : \$0.00 

Pending Decrease Non-Cash : \$0.00 

Pending Increase Cash : \$0.00 

Pending Decrease Cash : \$0.00 

Accepted Increase Non-Cash : \$0.00 

Accepted Decrease Non-Cash : \$30,094.00 

Adjusted Cash Balance : \$0.00

Cash Balance Minimum : \$0.00

Available Cash Balance : \$0.00

[Cash Balance Detail Maintenance](#) [Cash Balance Summary](#)

Lesson Summary

In this lesson, you:

- Identified the components of the Cash Receipt document with a receivables reference
- Examined the process of creating a Cash Receipt document with a receivables reference
- Performed the steps for creating a Cash Receipt that referenced a receivable using Copy Forward
 - Examined the process of handling Reserved and Unreserved Overpayments
 - Examined the process of creating a Cash Receipt with multiple Receivable reference documents
 - Examined the process of creating a Cash Receipt from Referral to Collection Agency (CL) and a Write Off (WO or WOAGA) documents
- Reviewed the process of researching Cash Receipts

Check Your Progress

1. When referencing a Receivable, the Cash Receipt document must liquidate the full amount.
 - a. True
 - b. False
2. All of the information from the RE must be entered into the CR manually.
 - a. True
 - b. False
3. When Referencing an RE, the CR will update this table:
 - a. CUSTS
 - b. RDET
 - c. CUSTA
 - d. All of the above
 - e. None of the above

5. Cash Receipt for Vendor Refund

Learning Objectives

In this lesson, you will:

- Identify the components of the Cash Receipt document
- Examine the process of creating a Cash Receipt document
- Create a Cash Receipt document for a Vendor Refund
- Review the process of researching Cash Receipts

Lesson Overview

Cash Receipt (CR) based documents record money collected by the State from customers. A Cash Receipt can reference several types of Receivable documents. Payments may be received by cash, check, Automated Clearing House (ACH), wire, and credit card. CR document type codes help to more easily distinguish the purpose of the transaction and enforce slightly different processing rules or security requirements.

In this lesson, you will examine the structure of the Cash Receipt document, create Cash Receipt documents in order to complete a variety of processing scenarios, and research the changes that a Cash Receipt document makes to customer information tables and reference documents.

When a Vendor has been overpaid by the State, the State will receive a refund for the amount of the overpayment. This creates the need for a Cash Receipt to process the refund. This lesson will focus on the process involved in creating a Cash Receipt to record the Vendor Refund.

5.1. State Process Overview

The steps below describe the statewide process for the CR and CRTRI documents. This process is referenced in To Be ID AR-TB-012 and represented by Figure 7 below.

This section does not apply to the Cost Accounting Cash Receipt (CACR) document or the Cash Receipt – Web Portal (CRWP) document, since these documents do not utilize the event type for a vendor refund.

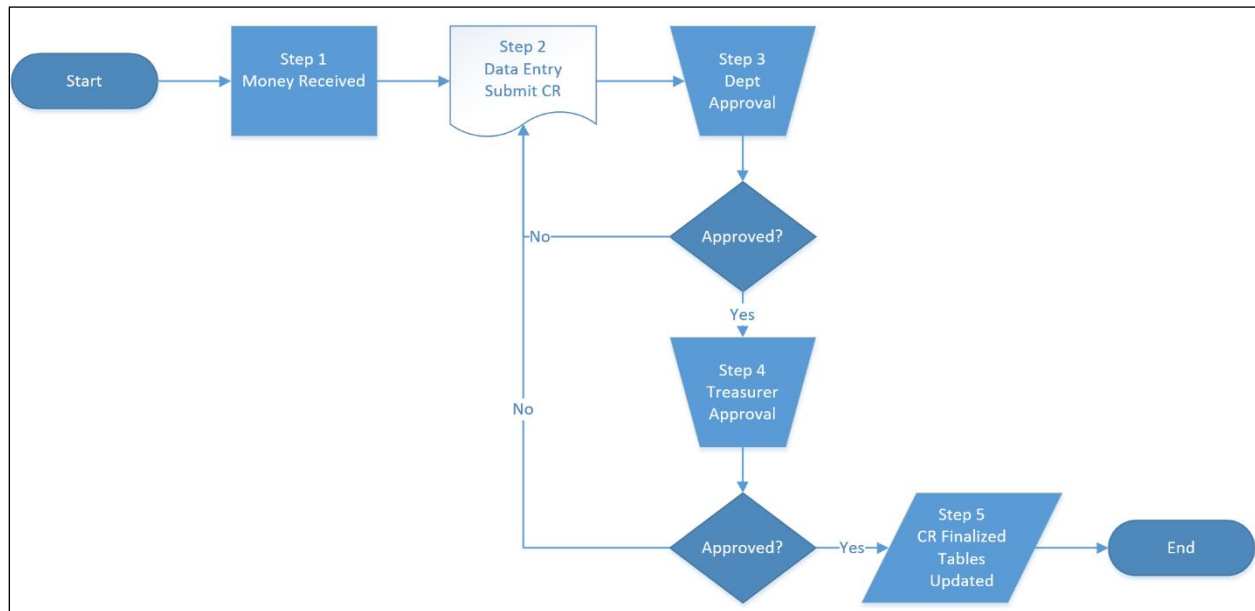
In addition to the statewide process below, the Treasurer’s Office has provided further guidance on the processing and delivery requirements from their Office, for deposits. This guidance is made available through the GAO Website. Besides this guidance, your agency may have additional requirements.

1. The department receives payment from a customer or collection agency.
2. The Department is responsible for the drafting of the Cash Receipt (CR) document in the system. Information regarding the monies collected including but not limited to, collections

against outstanding receivables, payment type, who paid, location of collection, comments and multiple and/or partial invoice payments on the same CR document. Any supporting documentation should be attached to the document at this time. Upon completion of the data entry, the CR document is submitted and routed for approval.

3. The CR document and any attached documentation are reviewed, as an initial review, by an authorized Department level approver. If the approver determines the CR document has missing or incorrect data, then the CR document is rejected and returned for corrections in Step 2. If the approver determines the CR data is correct, then the CR document is approved and proceeds to the next step.
4. The CR document and any attached documentation are reviewed by an authorized State Treasurer level approver as a final review. If the approver determines the CR document has missing or incorrect data, then the CR document is rejected and returned for corrections in Step 2. If the approver determines the CR data is correct, then the CR document is approved and proceeds to the next step.
5. The CR document final submission updates the CASH table and/or Customer Account Information (CUSTA) table and other associated tables within AFIS.

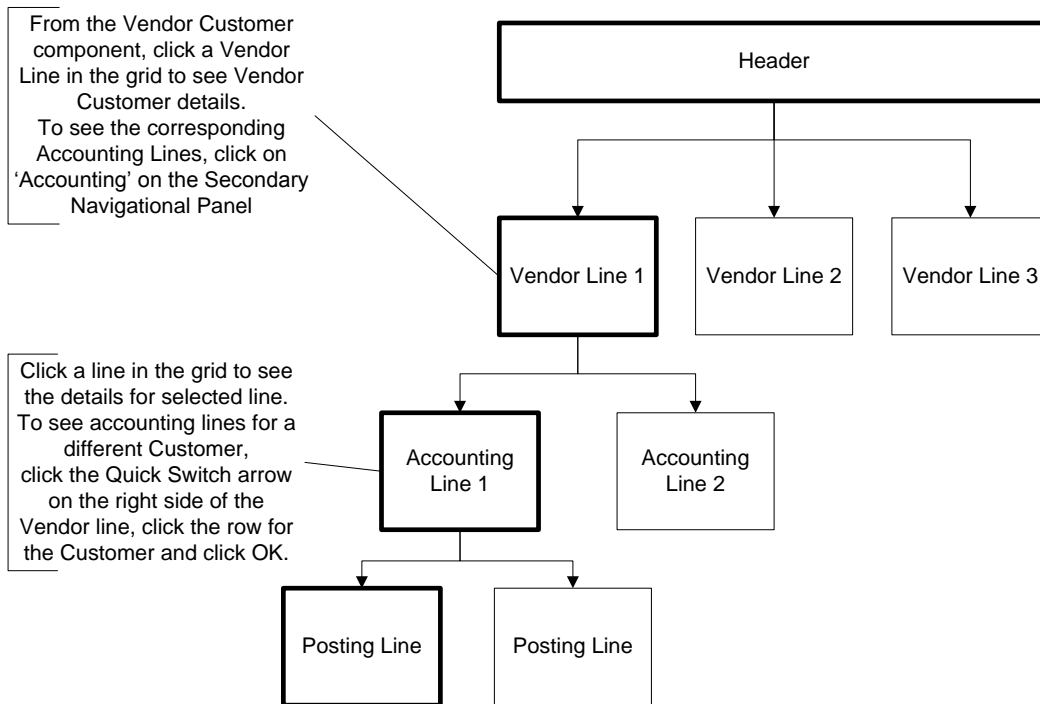
Figure 7: Process of Creating a Cash Receipt (AR-TB-012)



5.2. Cash Receipt Document Components

Documents in AFIS are made up of various components (sometimes referred to as 'sections'). CR based documents contain 4 components. Figure 8 illustrates the relationship between these components.

Figure 8: Cash Receipt Document Components Relationship



The components of a Cash Receipt are:

- **Header** – Stores values that apply to the entire document
- **Vendor** – Stores customer account information (customer code, billing address, billing profile, etc.) and payment type
- **Accounting** – Used to record Chart of Accounts elements
- **Posting Line** – Represents the postings for each accounting line

Cash Receipt Header Component

The Header component stores values that apply to all components of the CR based document. The General Information tab contains descriptive fields and date information common to most document headers. It also shows the total amount by payment type on the document as well as fields which capture bank and payment information. Optionally, select the Payment Type (Cash, Check, Wire Transfer, etc.) on the header if the same value will be used across multiple vendor lines.

Cash Receipt(CR) Dept: 101 ID: STU 1 1.2 B Ver.: 2 Function: Modification Phase: Draft Modified by Student1 , 04/06/2015

Header

List View

General Information Extended Description Document Information

Document Name:

Record Date:

Budget FY: 2015

Fiscal Year:

Period:

Document Description: ARM02 - S2, CA

Document Total: \$525.50

Actual Amount: \$525.50

Closed Amount: \$0.00

Closed Date:

Original Amount: \$525.50

Total Currency: \$0.00

Total Coin: 0.00

Total Cash: \$0.00

Total Check: \$0.00

Total Credit/Debit: \$0.00

Total EFT: \$0.00

Total Wire Transfer: \$0.00

Total Payroll Deduction: \$0.00

Bank Account: BK01

Cash Account:

Cash Account Sub:

Deposit Ticket:

Deposit Date:

Bank Deposit Date:

Date Transmitted for Reconciliation:

Date Transmitted for Audit:

Method of Deposit:

Deposit and Bank Category:

Payment Type: Cash

Misc. Identifier:

Mail Code:

Escrow ID:

Number of Checks: 1

Central Statement Customer:

Central Statement BPRO:

Save Undo Auto Apply

Cash Receipt Header – Extended Description Tab

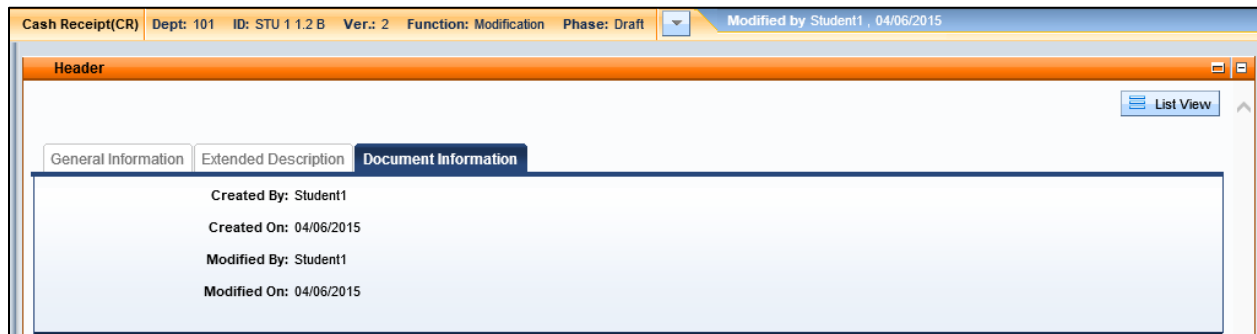
The Extended Description tab contains one large text field for entering a long description of the document or notes related to the processing of the document.



The screenshot shows a software window titled "Header" with a tabbed interface. The "Extended Description" tab is selected, showing a large, empty text area for input. Other tabs visible are "General Information" and "Document Information". A "List View" button is located in the top right corner of the window.

Cash Receipt Header – Document Information Tab

The Document Information tab displays the user ID's and dates for document creation and modification.



The screenshot shows the same "Header" window, but with the "Document Information" tab selected. The window title bar includes metadata: "Cash Receipt(CR)", "Dept: 101", "ID: STU 1 1.2 B", "Ver.: 2", "Function: Modification", "Phase: Draft", and "Modified by Student1 04/06/2015". The main content area displays the following information:

- Created By: Student1
- Created On: 04/06/2015
- Modified By: Student1
- Modified On: 04/06/2015

Cash Receipt Vendor Component

The Vendor component is used to record the source of the payment, typically from an external customer. Each CR based document requires one vendor line, although more than one vendor line is permitted. On the vendor line vendor customer information will be entered.

Cash Receipt Vendor – General Information Tab

The General Information tab identifies the source of the payment. It contains the customer name, billing profile, and address information. In addition, it contains the total dollar amount of all accounting lines associated with the vendor line, the AR department, AR unit, and Auto Apply checkbox.

Cash Receipt(CR) | Dept: 101 | ID: STU 11.2 B | Ver.: 2 | Function: Modification | Phase: Draft | Modified by Student1, 04/06/2015

Vendor | Total Lines: 1 | Vendor Line: 1 | Vendor Customer: VC0000000003 | Legal Name: John Eppinett

Vendor Line	Vendor Customer	Legal Name	Line Amount	Suppress Pend Print	Payment Type
1	VC0000000003	John Eppinett	\$525.50	No	Check

From 1 to 1 Total: 1 | First | Previous | Next | Last | Go to line: | Go

List View

General Information | Payment Information | Reference Information | Payment Order | Wire Transfer

Vendor Customer: VC0000000003 | Vendor Contact ID: PC001

Billing Profile: | Vendor Contact Name: John Eppinette

Legal Name: John Eppinett | Vendor Contact Phone: (480) 938-2231

Alias/DBA: | Vendor Contact Phone Ext.: |

Traveler ID: | Vendor Contact Email: jeppinette@hotmail.com

Misc. Account: ☐ | Fax: |

Address Code: AD001 | Fax Extension: |

Address Line 1: 9192 E. San Salvador Driv | Web Address http://: |

Address Line 2: | Auto Apply: ☐

City: Scottsdale | Reserve Cr Balance: ☐

State: AZ | Line Amount: \$525.50

Zip: 85258 | Payment Type: Check

Country: USA | Suppress Pend Print: ☐

County: | Currency: 0

AR Dept: 101 | Coin: 0.00

AR Unit: ALL | Line Actual Amount: \$525.50

Cash Receipt Vendor – Payment Information Tab

The Payment Information tab contains payment date, reason for modifications, and identifies the check or EFT transaction. Credit / Debit Card information should not be entered in AFIS.

Cash Receipt(CR) Dept: 101 ID: STU 1 1.2 B Ver.: 2 Function: Modification Phase: Draft Modified by Student1 , 04/06/2015

Vendor Total Lines: 1 Vendor Line: 1 Vendor Customer: VC0000000003 Legal Name: John Eppinett

Vendor Line	Vendor Customer	Legal Name	Line Amount	Suppress Pend Print	Payment Type
1	VC0000000003	John Eppinett	\$525.50	No	Check

From 1 to 1 Total: 1

Go to line: Go

List View

General Information **Payment Information** Reference Information Payment Order Wire Transfer

Payment Date: 10/16/2014

Reason:

Check/EFT Number: 122109876

Check/EFT Date: 10/16/2014

ID Number:

ID Type:

NSF Fee Amount: \$0.00

NSF Check Date:

Waive NSF Fee: ☐

Credit/Debit Card:

Credit/Debit Card Type:

Credit/Debit Card Number:

Credit/Debit Card Expiration Month:

Credit/Debit Card Expiration Year:

Credit/Debit Card Trans Number:

Credit/Debit Card Holder Name:

Misc. Description 1:

Misc. Description 2:

Misc. Description 3:

Cash Receipt Vendor – Reference Information Tab

The Reference Information tab contains fields for specifying a reference document. For a Cash Receipt with no Receivable reference, this tab will be blank.

Cash Receipt(CR) Dept: 101 ID: STU 1 1.2 B Ver.: 2 Function: Modification Phase: Draft Modified by Student1 , 04/06/2015

Vendor Total Lines: 1 Vendor Line: 1 Vendor Customer: VC0000000003 Legal Name: John Eppinett

Vendor Line	Vendor Customer	Legal Name	Line Amount	Suppress Pend Print	Payment Type
1	VC0000000003	John Eppinett	\$525.50	No	Check

From 1 to 1 Total: 1

Go to line: Go

List View

General Information Payment Information **Reference Information** Payment Order Wire Transfer

Ref Doc Code:

Ref Doc Dept:

Ref Doc ID:

Ref Vendor Line:

Ref Accounting Line:

Cash Receipt Vendor – Payment Order Tab

The Payment Order tab contains five Priority Posting Type fields that determine the order the payment will be applied against open RE accounting lines. The order will be inferred from the Billing Profile (BPRO) or System Options (SOPT) tables, but may be overridden on the CR based document if necessary. Types of posting priorities include: Interest, Late Fee, Admin Fee, or Principal. The same priority cannot be used more than once.

The screenshot shows the 'Cash Receipt(CR)' form with the following details:

- Dept: 101 ID: STU 1 1.2 B Ver.: 2 Function: Modification Phase: Draft Modified by Student1, 04/06/2015
- Vendor: Total Lines: 1 Vendor Line: 1 Vendor Customer: VC0000000003 Legal Name: John Eppinett
- Table with columns: Vendor Line, Vendor Customer, Legal Name, Line Amount, Suppress Pend Print, Payment Type. Row 1: 1, VC0000000003, John Eppinett, \$525.50, No, Check.
- From 1 to 1 Total: 1. Navigation buttons: First, Previous, Next, Last. Go to line: [] Go.
- List View button.
- Tabs: General Information, Payment Information, Reference Information, **Payment Order**, Wire Transfer.
- Payment Order fields:
 - Priority 1 Posting Type: NSF Fee
 - Priority 2 Posting Type: Late Fee
 - Priority 3 Posting Type: Admin Fee
 - Priority 4 Posting Type: Interest
 - Priority 5 Posting Type: Principal
 - Priority 6 Posting Type: Tax

Cash Receipt Vendor – Wire Transfer Tab

The Wire Transfer tab contains fields used to record information related to a wire transfer, including Wire Transfer Number, Date, Bank Name, Account and ABA Number.

The screenshot shows the 'Cash Receipt(CR)' form with the following details:

- Dept: 101 ID: STU 1 1.2 B Ver.: 2 Function: Modification Phase: Draft Modified by Student1, 04/06/2015
- Vendor: Total Lines: 1 Vendor Line: 1 Vendor Customer: VC0000000003 Legal Name: John Eppinett
- Table with columns: Vendor Line, Vendor Customer, Legal Name, Line Amount, Suppress Pend Print, Payment Type. Row 1: 1, VC0000000003, John Eppinett, \$525.50, No, Check.
- From 1 to 1 Total: 1. Navigation buttons: First, Previous, Next, Last. Go to line: [] Go.
- List View button.
- Tabs: General Information, Payment Information, Reference Information, Payment Order, **Wire Transfer**.
- Wire Transfer fields:
 - Wire Transfer Number: []
 - Wire Transfer Date: []
 - ABA Number: []
 - Bank Name: []
 - Account Number: []
 - BIC or SWIFT Code: []
 - IBAN: []
 - Description: []

Cash Receipt Accounting Component

The Accounting component records the Chart of Accounts information used when posting the CR based document to the accounting journal and performing updates to the budgets. Accounting lines are created for each vendor line. Each vendor line must have at least one accounting line.

Cash Receipt Accounting – General Information Tab

The General Information tab contains descriptive fields and date information. The set of available Event Types in the pick list represent payment receipt event codes, with AR02 (Collected Earned Revenue) as the default for the CR type documents covered by this section. The event type AR32 will be used to collect a vendor refund.

Cash Receipt(CR) Dept: 101 ID: STU 1 1.2 B Ver.: 2 Function: Modification Phase: Draft Modified by Student1 , 04/06/2015

Accounting Total Lines: 1 Accounting Line: 1 Line Amount: \$525.50

Accounting Line	Line Amount	Event Type
1	\$525.50	AR02

From 1 to 1 Total: 1 First Previous Next Last Go to line: Go

List View

General Information Reference Fund Accounting Detail Accounting

Event Type: AR02	Budget FY: 2015
Line Type: A	Fiscal Year:
Line Type Name: PRINCIPAL	Period:
Accounting Template:	Reason:
Line Description:	Reclassification Date:
Line Amount: \$525.50	Reclassification Held: <input type="checkbox"/>
Currency:	Trip ID:
Coin:	Serial Deposit Number:
Refunded Amount: \$0.00	Foreign Currency Code:
	Foreign Currency Amount:
	Exchange Rate:
	Assessment ID:
	Tax Percentage:

Cash Receipt Accounting – Fund Accounting Tab

The Fund Accounting tab contains Chart of Accounts (COA) elements that define the budget structure or account that will be updated by the Cash Receipt. The COA data entry requirements are controlled by the Event Type entered on the accounting line.

Cash Receipt(CR) Dept: 101 ID: STU 1 1.2 B Ver.: 2 Function: Modification Phase: Draft Modified by Student1 , 04/06/2015

Accounting Total Lines: 1 Accounting Line: 1 Line Amount: \$525.50

Accounting Line	Line Amount	Event Type
1	\$525.50	AR02

From 1 to 1 Total: 1

First Previous Next Last Go to line: Go

List View

General Information Reference **Fund Accounting** Detail Accounting

Fund: 9001	Department: 101	OBSA:
Sub Fund:	Unit: 0101	Sub OBSA:
Object:	Sub Unit:	Dept Object:
Sub Object:	Appr Unit: 1010000	Dept Revenue:
Revenue: 4312	BSA:	
Sub Revenue:	Sub BSA:	

Cash Receipt Accounting – Detail Accounting Tab

The Detail Accounting tab contains decentralized Chart of Accounts (COA) elements that help to further identify the Cash Receipt and apply it to particular Location, Activity, Function, Reporting, Task, and Program codes.

Cash Receipt(CR) Dept: 101 ID: STU 1 1.2 B Ver.: 2 Function: Modification Phase: Draft Modified by Student1 , 04/06/2015

Accounting Total Lines: 1 Accounting Line: 1 Line Amount: \$525.50

Accounting Line	Line Amount	Event Type
1	\$525.50	AR02

From 1 to 1 Total: 1

First Previous Next Last Go to line: Go

List View

General Information Reference Fund Accounting **Detail Accounting**

Location:	Reporting:	Major Program:
Sub Location:	Sub Reporting:	Program:
Activity:	Task: 101000	Phase:
Sub Activity:	Sub Task:	Program Period:
Function: 1015205	Task Order:	
Sub Function:		

Cash Receipt Posting Component

The Posting component shows the accounting impact of the document. It shows values entered on the other components such as the Chart of Accounts elements, as well as many values that were not entered in the other components. No data can be entered into this section; posting lines are generated from the rest of the document data. Users can click the eye icon to expand the posting details.

The Posting component will only show the posting lines for one Accounting Line at a time. To see the Posting Lines for a different Accounting Line, click on the Accounting component, select another Accounting Line, and then click the Posting component.

Line	Function	Debit Posting	Credit Posting	Debit Posting Name	Credit Posting Name	Debit Amount	Credit Amount
1	Standard	A001	R003	Cash	External CER	\$0.00	\$0.00

5.3. Cash Receipts Data Entry

Each Cash Receipt document component requires information and/or verification. This topic describes the data entry requirements for CR based documents with a Receivable reference. To create a CR or CRTRI document, use the Document Catalog.

Cash Receipt Header

The CR based document opens to the Header section, General Information tab. The following fields require data entry, regardless of whether or not the CR references another document:

- **Document Description** – Enter a description for the document
- **Document Total** – Enter the total amount to be processed on the CR
- **Bank Account** – Enter the Bank Account code, or select the search button to locate it

Note: The Bank Account used will always be BK01.
- **Record Date** – Leave this blank, the system will infer the current System Date, when the Treasurer's Office approves the document. Utilize other dates on this page, like the Deposit Date, Bank Deposit Date, Date Transmitted for Reconciliation or Date Transmitted for Audit to capture internal dates.

Auto Apply Feature

The Header section contains the Auto Apply button which automatically creates accounting lines on the CR based document. This feature is useful when the CR based document should reference a Receivable, but the CR based document was not created using the copy forward feature or when a payment is to be applied to more than one Receivable within a Customer Account.

The Auto Apply feature builds Cash Receipt accounting lines based on the customer account or the document reference entered on the Cash Receipt vendor line. In addition to entering these details, the Auto Apply checkbox on the Vendor component General Information tab must be checked. Then the Auto Apply button located on the Cash Receipt Header component can be selected. The system will automatically build the accounting line(s) based on the order listed below:

1. If a Receivable document ID and Accounting Line are entered on the Cash Receipt Vendor Line, one Accounting Line is generated referencing the specific Receivable Accounting Line
2. If a Receivable document ID (with no reference to an accounting line) is entered on the Cash Receipt Vendor Line, appropriate accounting lines are populated
3. If no Receivable data is provided, the customer account information is used to locate open Receivable documents for referencing

In the event of partial payments, a user will enter the dollar amount on the vendor line before selecting Auto Apply. If no dollar amount is indicated, the entire open amount is inferred onto the accounting line(s). If the amount of the Cash Receipt exceeds the total outstanding Receivable balance, an additional line will be created on the Cash Receipt.

Cash Receipt Vendor

For CR based documents created from the document catalog, a new vendor line must be created by clicking the Insert New Line button in the Vendor component. Multiple Vendor lines are allowed on a Cash Receipt. The following fields on the General Information tab may require input if available based on the transaction:

- **Vendor Customer** – Enter Vendor Customer code, or select from the pick list. Select a miscellaneous customer, or leave blank for summary cash receipts. The Vendor Customer must be active as a Customer also, despite that this transaction is for a vendor refund.
- **Billing Profile** – Enter value or select from pick list
- **Address information** – Auto populates from the Vendor Customer code, or reference document if one exists, unless Vendor Customer type is Miscellaneous
- **Line Amount** – Enter total for this line
- **AR Dept** – Inferred from the document ID

- **AR Unit** – Auto populates based on option set for the AR Dept on the Department table. This AR Unit may need to be changed, to match the AR Unit on the Billing Profile.
- **Payment Type** – Enter or select the type of payment such as Check, Cash, Credit Card, Wire Transfer, etc.

Cash Receipt Vendor – Payment Information

For all CR based documents, the current date will default for the payment date, if not entered.

Depending on the Payment Type selected on the General Information tab, users may need to enter the detailed payment information on the Payment Information tab, like the Check/EFT Number and Check/EFT Date. Do not enter credit/debit card information in AFIS.

Cash Receipt Vendor – Reference Information

The Reference Information tab identifies the document to be liquidated, usually an RE.

Cash Receipt Vendor – Wire Transfer

If the Payment Type selected on the General Information tab is Wire Transfer, users can provide information about the Wire Transfer on this tab.

Cash Receipt Accounting

For CR based documents without a document reference, a new accounting line must be created by first clicking the Insert New Line button. Multiple Accounting lines are allowed on a Cash Receipt. The following fields on the General Information tab require information:

- **Event Type** – Defaults to AR02. Event type AR32 should be used to collect vendor refunds.
- **Line Type** – Defaults to A (Principal). Select the appropriate Line Type from the pick list
- **Line Amount** – Enter an amount
- **Accounting Template** – Enter value or select from pick list if using an accounting template to populate Chart of Accounts fields with values that can be overwritten
- **Function** – Enter value or select from pick list if using a Function to populate Chart of Accounts fields with values that cannot be overwritten

Cash Receipt Accounting – Reference

Enter the necessary Chart of Accounts elements if an accounting template is not used. If an accounting template is used, Chart of Accounts elements will be populated upon Save or Validate.

Cash Receipt Accounting – Fund Accounting

The Fund Accounting tab contains Chart of Accounts (COA) elements that define the budget structure or account that will be updated by the Cash Receipt Accounting line. The COA data entry requirements are controlled by the Event Type selected on the Accounting line.

Table 7 lists the Chart of Accounts Elements.

Table 7: Chart of Accounts Elements

COA Element	Notes
Fund	Required
Sub Fund	Optional
BSA (Balance Sheet Account)	Conditionally Required with Event Type posting to an asset, liability, or equity account
Object	Required for AR32 (Collect Vendor Refund) event type
Object (Dept)	Optional
Department	Required
Unit	Required
Appropriation Unit	Required

Cash Receipt Accounting – Detail Accounting

All fields on this tab can be entered manually if necessary, but can also be inferred from Function or Accounting Template if available.

Cash Receipt Posting

Cash Receipt posting lines will automatically be populated with information based on the information in the other sections. The information on the Cash Receipt posting lines cannot be modified.

5.4. Entering a Cash Receipt for a Vendor Refund

Occasionally, a Vendor will be overpaid through AFIS and must refund the State. When the payment is collected, it is recorded on a CR document, using Event Type AR32 (Collect Vendor Refund). Event Type AR32 updates the Expense budget, reducing Cash Expenses. If the vendor was billed for reimbursement, the Cash Receipt may be created by locating the RE based document and using the Copy Forward feature. Otherwise, a stand-alone CR based document is created.

ACTIVITY 5.4**Create a Cash Receipt for a Vendor Refund****Scenario**

Your agency has received cash for \$25 from a vendor, a refund for an incorrect payment received from the State. In this case, no bill was sent to the vendor. You need to record the check as a CR in AFIS.

Setup

- ✓ User is logged into the AFIS Home Page.

Steps

A. Create a CR document from the Document Catalog.

1. On the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog**.
3. Click **Create**.
4. In the **Code** field, enter **CR**.
5. In the **Dept.** field, enter the data from *your student data card*.
6. Check the **Auto Numbering** checkbox.
7. Click **Create**. When the document is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.
8. Make note of the generated **Document ID**: _____

Cash Receipt(CR)	Dept: 100	ID: 201500000228	Ver.: 1	Function: New	Phase: Draft	Modified by Student1 , 04/06/2015
------------------	-----------	------------------	---------	---------------	--------------	-----------------------------------

B. Complete the General Information tab of the Header section.

1. In the **Document Total** field, enter **25**.
2. In the **Bank Account** field, enter **BK01**.
3. In the **Deposit Date** field, enter *today's date*.
4. In the **Document Description** field enter **Refund**.

Header

General Information Extended Description Document Information

Document Name: [Field]

Record Date: [Field]

Budget FY: [Field]

Fiscal Year: [Field]

Period: [Field]

Document Description: refund

Document Total: 25

Actual Amount: \$0.00

Closed Amount: \$0.00

Closed Date: [Field]

Original Amount: [Field]

Total Currency: \$0.00

Total Coin: 0.00

Total Cash: \$0.00

Total Check: \$0.00

Total Credit/Debit: \$0.00

Total EFT: \$0.00

Total Wire Transfer: \$0.00

Total Payroll Deduction: \$0.00

Bank Account: BK01

Cash Account: [Field]

Cash Account Sub: [Field]

Deposit Ticket: [Field]

Deposit Date: 4/5/2015

Bank Deposit Date: [Field]

Date Transmitted for Reconciliation: [Field]

Date Transmitted for Audit: [Field]

Method of Deposit: [Field]

Deposit and Bank Category: [Field]

Payment Type: Cash

Misc. Identifier: [Field]

Mail Code: [Field]

Escrow ID: [Field]

Number of Checks: 0

Central Statement Customer: [Field]

Central Statement BPRO: [Field]

Save Undo Auto Apply

5. Click the **Open Document Navigator** arrow on the left side of the screen to expand the Document Navigator panel.
 6. Select **Vendor** on the Document Navigator panel.
- C. Complete the General Information tab on the Vendor section.
1. Click **Insert New Line**.
 2. In the **Vendor Customer** field, enter **0088855501**.
 3. In the **Line Amount** field, enter **25**.
 4. In the **Payment Type** field, select **Cash**.

The screenshot displays the 'Vendor' section of the AFIS system. At the top, a header bar shows 'Total Lines: 1', 'Vendor Line: 0', 'Vendor Customer:', and 'Legal Name:'. Below this is a table with columns: Vendor Line, Vendor Customer, Legal Name, Line Amount, Suppress Pend Print, and Payment Type. The table contains one row with '0' in the Vendor Line column. Navigation buttons (First, Previous, Next, Last) and a 'Go to line:' field are present. A 'List View' button is also visible.

The 'General Information' tab is selected, showing various fields for vendor details. On the left side, fields include Vendor Customer (with a dropdown arrow), Billing Profile (with a dropdown arrow), Legal Name, Alias/DBA, Traveler ID (with a dropdown arrow), Misc. Account (checkbox), Address Code (with a dropdown arrow), Address Line 1, Address Line 2, City, State, Zip, Country, County (with a dropdown arrow), AR Dept, and AR Unit. On the right side, fields include Vendor Contact ID (with a dropdown arrow), Vendor Contact Name, Vendor Contact Phone, Vendor Contact Phone Ext., Vendor Contact Email, Fax, Fax Extension, Web Address http://, Auto Apply (checkbox), Reserve Cr Balance (checkbox), Line Amount (set to 25), Payment Type (set to Cash), Suppress Pend Print (checkbox), Currency, Coin, and Line Actual Amount.

At the bottom, there is a toolbar with buttons: Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Copy, Validate, Submit, Discard, Print, Processing, Workflow, and File.

D. Complete the General Information tab on the Accounting section.

1. Click the **Accounting** section.
2. Click **Insert New Line**.
3. In the **Event Type** field, enter **AR32**.
4. In the **Line Amount** field, enter **25**.

Accounting Total Lines: 1 Accounting Line: 0 Line Amount:

Accounting Line	Line Amount	Event Type
0		

From 1 to 1 Total: 1

First Previous Next Last

Go to line: Go

List View

General Information Reference Fund Accounting Detail Accounting

Event Type: AR32

Line Type:

Line Type Name:

Accounting Template:

Line Description:

Line Amount: 25

Currency:

Coin:

Refunded Amount: \$0.00

Budget FY:

Fiscal Year:

Period:

Reason:

Reclassification Date:

Reclassification Held:

Trip ID:

Serial Deposit Number:

Foreign Currency Code:

Foreign Currency Amount:

Exchange Rate:

Assessment ID:

Tax Percentage:

E. Complete the Fund Accounting tab on the Accounting section.

1. Click the **Fund Accounting** tab.

General Information Reference Fund Accounting Detail Accounting

Fund:

Sub Fund:

Object:

Sub Object:

Revenue:

Sub Revenue:

Department:

Unit:

Sub Unit:

Appr Unit:

BSA:

Sub BSA:

OBSA:

Sub OBSA:

Dept Object:

Dept Revenue:

2. In the **Fund** field, enter the data from *your student data card*.
3. In the **Object** field, enter **7599**.

4. In the **Department** field, enter the data from *your student data card*.
5. In the **Unit** field, enter the data from *your student data card*.
6. In the **Appr Unit** field, enter the data from *your student data card*.
7. Click the **Detail Accounting** tab.

Detail Accounting		
Location: <input type="text"/>	Reporting: <input type="text"/>	Major Program: <input type="text"/>
Sub Location: <input type="text"/>	Sub Reporting: <input type="text"/>	Program: <input type="text"/>
Activity: <input type="text"/>	Task: <input type="text"/>	Phase: <input type="text"/>
Sub Activity: <input type="text"/>	Sub Task: <input type="text"/>	Program Period: <input type="text"/>
Function: <input type="text"/>	Task Order: <input type="text"/>	
Sub Function: <input type="text"/>		

8. In the **Task** field, enter the data from *your student data card*.
 9. In the **Sub Task** field, enter the data from *your student data card*.
- F. Submit the CR document.
1. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the **Validate** button again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **"Document validated successfully."**
 2. Click the **Submit** button to submit the document for approval when all errors are resolved. If the submission is successful, the following message is displayed in the upper left corner: **"Document submitted successfully."**
 3. Click **Home** in the Primary Navigation Panel, to return to the Home page.

5.5. Researching Cash Receipts

The cash receipt documents update several inquiry tables when they include a customer account, regardless of whether a receivable is referenced. A customer account is defined by the combination of Vendor Customer, Billing Profile, AR Department and AR Unit. This topic reviews the tables that are updated by CR based documents and tracks Customer status.

Customer Account Information (CUSTA) Table

The customer account tracks receivables, payments and other financial information. The Customer Account Information (CUSTA) table is updated by Cash Receipts (CR) based document when a customer has been entered on a document. CUSTA tracks the outstanding balance owed by the customer in the Current Balance Section. Several fields are calculated to provide an overall perspective of the account.

Customer Account Information						
Customer	Name	Billing Profile	Department	Unit	Outstanding Balance	
✓ VC0000000003	John Eppinett	ST01	100	ALL	(\$1,450.50)	
VC000000176	Student 1 Inc.	ST01	100	ALL	\$1,200.00	
VC000000228	Instructor Inc	ST01	100	ALL	\$9,450.00	

First Prev Next Last

[Search](#)

▼ **Current Balance**

Customer :	VC0000000003	Earned Unliquidated Rec :	\$1,500.00	
Name :	John Eppinett	Earned Liquidated Rec :	\$0.00	
Billing Profile :	ST01	Earned Collected :	\$2,200.50	
Central Statement :	<input type="checkbox"/>	Unearned Unliquidated Rec :	\$0.00	
Department :	100	Unearned Liquidated Rec :	\$0.00	
Unit :	ALL	Unearned Collected :	\$0.00	
Unliquidated Amount :	\$1,500.00	Refund Unliquidated Rec :	\$0.00	
Liquidated Amount :	\$0.00	Refund Liquidated Rec :	\$0.00	
Collected Amount :	\$2,200.50	Refund Collected :	\$0.00	
Payment within Tolerance Amount :	\$0.00	Deposit Unliquidated Rec :	\$0.00	
Outstanding Balance :	(\$1,450.50)	Deposit Liquidated Rec :	\$0.00	
Written Off Amount :	\$0.00	Deposit Collected :	\$0.00	
Unreserved Credit Balance :	\$750.00	Third Party Code :		
Reserved Credit Balance :	\$0.00	Third Party Unliquidated Rec :	\$0.00	
		Third Party Liquidated Rec :	\$0.00	
		Third Party Collected :	\$0.00	

► **Credit History**

[Top](#)

[Unreserved Credit Balance](#) [Reserved Credit Balance](#)

The following fields on CUSTA are calculated to present the overall status of the customer account.

- **Un-liquidated Amount** – The total amount of unpaid bills
- **Liquidated Amount** – The total billed amount that has been paid
- **Collected Amount** – The total amount that has been paid, whether billed or not, not including advances and pre-payments
- **Outstanding Balance** – The total amount owed for the customer account. Calculated as the total amount billed, less all amounts collected (including advances and pre-payments).

- **Unreserved Credit Balance** – The total unreserved credit balance on the customer account caused by overpayments.
- **Reserved Credit Balance** - The total credit balance on the customer account that is designated for a special purpose.

Customer Information (CUSTS) Table

The Customer Information (CUSTS) table is updated by the same AR documents that update the CUSTA table. CUSTS shows a customer's activity summarized across all departments and billing profiles. The fields on CUSTS are the same as those in CUSTA.

Customer Information

Menu Back

Customer	Name	Department	Unit	Outstanding Balance
✓ VC0000000003	John Eppinett	100	ALL	(\$1,450.50)
VC0000000003	John Eppinett	101	ALL	(\$851.00)
VC0000000003	John Eppinett	102	ALL	(\$1,075.50)
VC0000000003	John Eppinett	103	ALL	(\$1,075.50)
VC0000000003	John Eppinett	104	ALL	(\$1,075.50)
VC0000000003	John Eppinett	105	ALL	(\$550.00)
VC0000000003	John Eppinett	106	ALL	\$200.00
VC0000000003	John Eppinett	107	ALL	\$200.00
VC0000000003	John Eppinett	108	ALL	\$200.00
VC0000000003	John Eppinett	109	ALL	\$200.00

First Prev Next Last

Search

Customer : VC0000000003

Name : John Eppinett

▼ Current Balance

Department : 100

Unit : ALL

Unliquidated Amount : \$1,500.00

Liquidated Amount : \$0.00

Collected Amount : \$2,200.50

Payment within Tolerance Amount :

Outstanding Balance : (\$1,450.50)

Written Off Amount : \$0.00

Unreserved Credit Balance : \$750.00

Reserved Credit Balance : \$0.00

Earned Unliquidated Rec : \$1,500.00

Earned Liquidated Rec : \$0.00

Earned Collected : \$2,200.50

Unearned Unliquidated Rec : \$0.00

Unearned Liquidated Rec : \$0.00

Unearned Collected : \$0.00

Refund Unliquidated Rec : \$0.00

Refund Liquidated Rec : \$0.00

Refund Collected : \$0.00

Deposit Unliquidated Rec : \$0.00

Deposit Liquidated Rec : \$0.00

Deposit Collected : \$0.00

► Credit History

Receivable History and Reference Query (RDET)

The Receivable History and Reference Query (RDET) displays all document activity related to a Receivable. When a cash receipt references a Receivable, it updates the RDET.

Receivable History and Reference Query

[Search](#) First Prev [Next](#) [Last](#)

Department : 100
Unit : ALL
Doc Dept : 100
Document ID : INST 4.4A
Customer : VC0000000003
Name : John Eppinett

Total Billed : \$1,000.00
Total Liquidated : \$0.00
Total to Collections : \$0.00
Total Written Off : \$0.00
Total Outstanding : \$1,000.00
Closed Date :

	Accepted	Reference Document	Billed	Liquidated	Sent to Collection	Written Off
✓	10/22/2014	RE 100 INST 4.4A 1	\$1,000.00	\$0.00	\$0.00	\$0.00

First Prev Next Last

[Receivable Search](#)

Fund Balance Detail Query (FBALDQ)

Regardless if a customer account is entered on a CR based document, this table is updated. The Fund Balance Detail (FBALDQ) table displays the Available Fund Balance. Use the respective magnifying glass icon to access the transactions that affected that balance.


Fund Balance Detail				
Fund	Sub Fund	Fund Balance	Adjusted Fund Balance	Available Fund Balance
✓ 0001	BLNK	\$0.00	\$0.00	\$0.00
1000	1000	\$0.00	(\$30,094.00)	(\$30,094.00)
1000	1003	\$0.00	\$405.98	\$405.98
1000	1004	\$0.00	\$178.58	\$178.58
1000	BLNK	\$0.00	\$70,622,420,369.27	\$70,622,420,369.27


First Prev [Next](#) Last


[Search](#)


Fund : 0001


Sub Fund : BLNK


Fund Balance : \$0.00 


Pending Revenue Increases : \$0.00 

Pending Revenue Decreases : \$0.00 

Pending Expense Increases : \$0.00 

Pending Expense Decreases : \$0.00 

Revenue Account Balance : \$0.00 

Expense Account Balance : \$0.00 

Adjusted Fund Balance : \$0.00

Fund Balance Minimum : \$0.00

Available Fund Balance : \$0.00

[Fund Balance Detail Maintenance](#) [Fund Balance Summary](#)

Cash Balance Detail Query (CBALDQ)

Regardless if a customer account is entered on a CR based document, this table is updated. The Cash Balance Detail (CBALDQ) table displays the Available Cash Balance. Use the respective magnifying glass icon to access the transactions that affected that balance.


Cash Balance Detail				
Fund	Sub Fund	Cash Balance	Adjusted Cash Balance	Available Cash Balance
0001	BLNK	\$0.00	\$0.00	\$0.00
✓ 1000	1000	\$0.00	\$0.00	\$0.00
1000	1003	\$0.00	\$0.00	\$0.00
1000	1004	\$0.00	\$0.00	\$0.00
1000	BLNK	\$241,886,101.81	\$241,886,101.81	\$241,886,101.81


First Prev [Next](#) [Last](#)


[Search](#)


Fund : 1000


Sub Fund : 1000


Cash Balance : \$0.00 


Pending Increase Non-Cash : \$0.00 

Pending Decrease Non-Cash : \$0.00 

Pending Increase Cash : \$0.00 

Pending Decrease Cash : \$0.00 

Accepted Increase Non-Cash : \$0.00 

Accepted Decrease Non-Cash : \$30,094.00 

Adjusted Cash Balance : \$0.00

Cash Balance Minimum : \$0.00

Available Cash Balance : \$0.00

[Cash Balance Detail Maintenance](#) [Cash Balance Summary](#)

Lesson Summary

In this lesson, you:

- Identified the components of the Cash Receipt document
- Examined the process of creating a Cash Receipt document
- Created a Cash Receipt document for a Vendor Refund
- Reviewed the process of researching Cash Receipts

Check Your Progress

1. When entering a Cash Receipt for a Vendor Refund it uses Event Type:
 - a. AR30
 - b. AR31
 - c. AR32
 - d. AR34

6. ACH Credit/Wire Cash Receipts

Lesson Objectives

In this lesson, you will:

- Identify the components of the Cash Receipt document
- Examine the process of creating a Cash Receipt document
- Create a Cash Receipt document for an ACH Credit Transaction
- Review the process of researching Cash Receipts

Lesson Overview

Cash Receipt (CR) based documents record money collected by the State from customers. A Cash Receipt can reference several types of Receivable documents. Payments may be received by cash, check, Automated Clearing House (ACH), wire, and credit card. CR document type codes help to more easily distinguish the purpose of the transaction and enforce slightly different processing rules or security requirements.

In this lesson, you will examine the structure of the Cash Receipt document, create Cash Receipt documents in order to complete a variety of processing scenarios, and research the changes that a Cash Receipt document makes to customer information tables and reference documents.

The State can receive many types of payments; one type is an Automated Clearing House (ACH) Credit or Wire Transfer transaction. An ACH Credit or Wire Transfer transaction requires the creation of a Cash Receipt document to record the receipt of funds. This lesson will focus on the process involved in creating a CR document for an ACH Credit or Wire Transfer transaction.

6.1. State Process Overview

The steps below describe the statewide process for the CR and CRTRI documents. This process is referenced in To Be ID AR-TB-012 and represented by Figure 9 below.

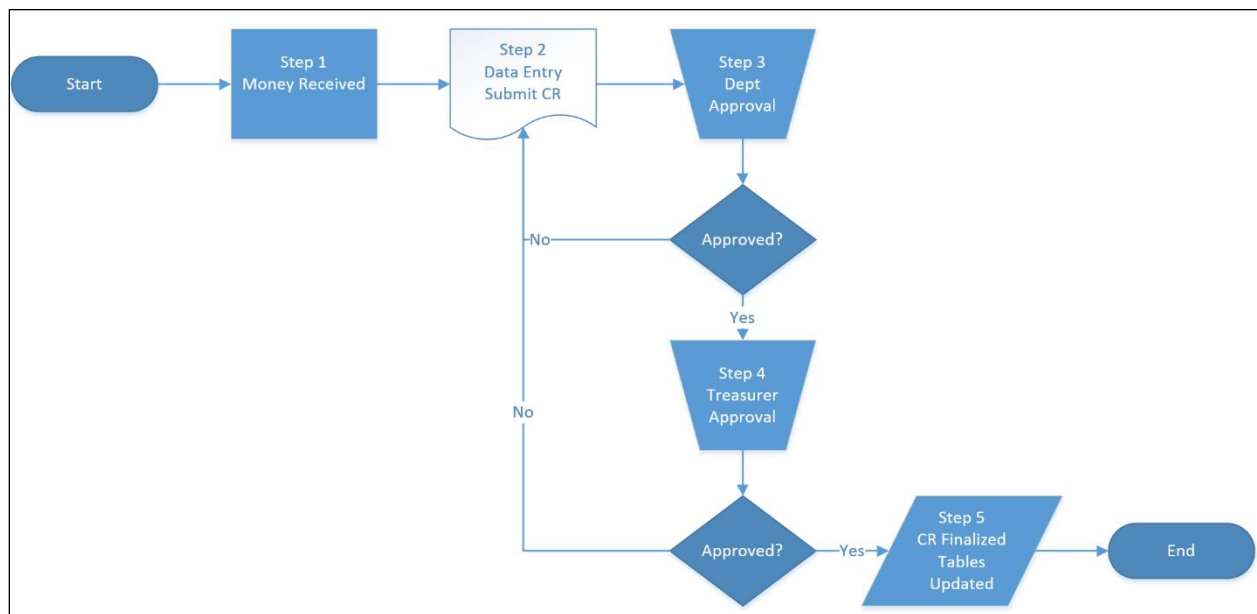
Please note the Cost Accounting Cash Receipt (CACR) document, is not created on-line, but is created through an AFIS batch process. The CACR document references a receivable document, so it covered by section four of this document, but since the CACR document relates to a Wire Transfer received, it is also covered under this section.

The Cash Receipt – Web Portal (CRWP), is also not created online, but is created through an interface process from the State’s Web Portal. It does not reference a receivable, so it is covered by section three of this document, but since the CRWP document relates to a Wire Transfer received, it is covered by this section. The CRWP document is covered further in section seven of this training guide.

In addition to the statewide process below, the Treasurer’s Office has provided further guidance on the processing and delivery requirements from their Office, for deposits. This guidance is made available through the GAO Website. Besides this guidance, your agency may have additional requirements.

1. The department receives payment from a customer or collection agency.
2. The Department is responsible for the drafting of the Cash Receipt (CR) document in the system. Information regarding the monies collected including but not limited to, collections against outstanding receivables, payment type, who paid, location of collection, comments and multiple and/or partial invoice payments on the same CR document. Any supporting documentation should be attached to the document at this time. Upon completion of the data entry, the CR document is submitted and routed for approval.
3. The CR document and any attached documentation are reviewed, as an initial review, by an authorized Department level approver. If the approver determines the CR document has missing or incorrect data, then the CR document is rejected and returned for corrections in Step 2. If the approver determines the CR data is correct, then the CR document is approved and proceeds to the next step.
4. The CR document and any attached documentation are reviewed by an authorized State Treasurer level approver as a final review. If the approver determines the CR document has missing or incorrect data, then the CR document is rejected and returned for corrections in Step 2. If the approver determines the CR data is correct, then the CR document is approved and proceeds to the next step.
5. The CR document final submission updates the CASH table and/or Customer Account Information (CUSTA) table and other associated tables within AFIS.

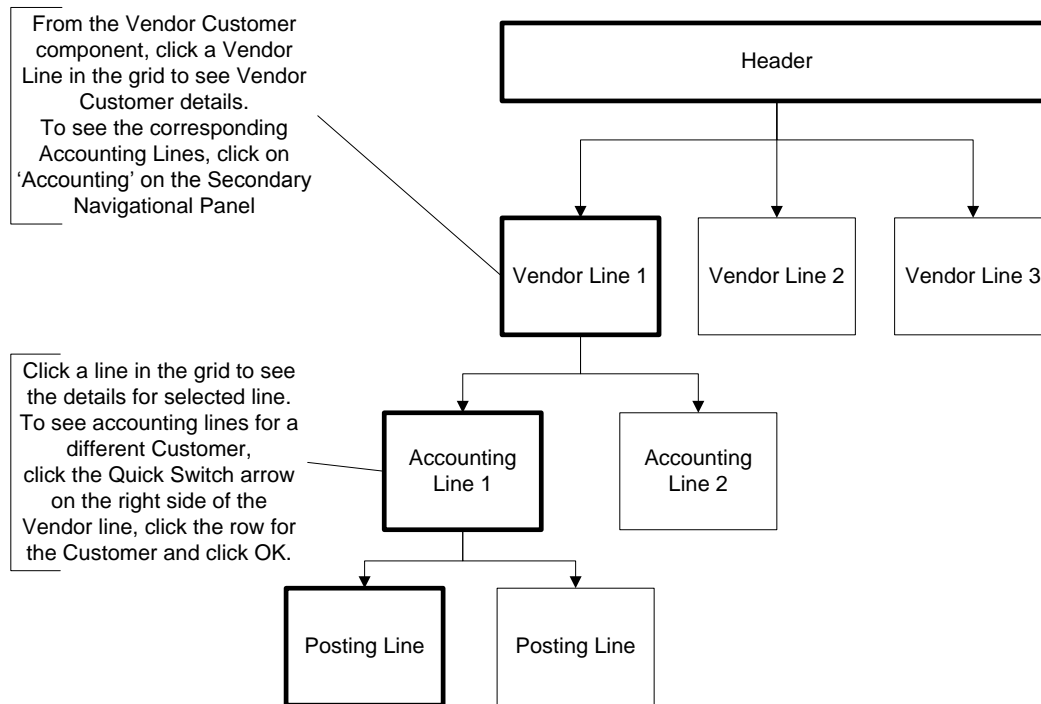
Figure 9: Process of Creating a Cash Receipt (AR-TB-012)



6.2. Cash Receipt Document Components

Documents in AFIS are made up of various components (sometimes referred to as 'sections'). CR based documents contain 4 components. Figure 10 illustrates the relationship between these components.

Figure 10: Cash Receipt Document Components Relationship



The components of a Cash Receipt are:

- **Header** – Stores values that apply to the entire document
- **Vendor** – Stores customer account information (customer code, billing address, billing profile, etc.) and payment type
- **Accounting** – Used to record Chart of Accounts elements
- **Posting Line** – Represents the postings for each accounting line

Cash Receipt Header Component

The Header component stores values that apply to all components of the CR based document. The General Information tab contains descriptive fields and date information common to most document headers. It also shows the total amount by payment type on the document as well as fields which capture bank and payment information. Optionally, select the Payment Type (Cash, Check, Wire Transfer, etc.) on the header if the same value will be used across multiple vendor lines.

Cash Receipt(CR) Dept: 101 ID: STU 1 1.2 B Ver.: 2 Function: Modification Phase: Draft Modified by Student1 , 04/06/2015

Header

List View

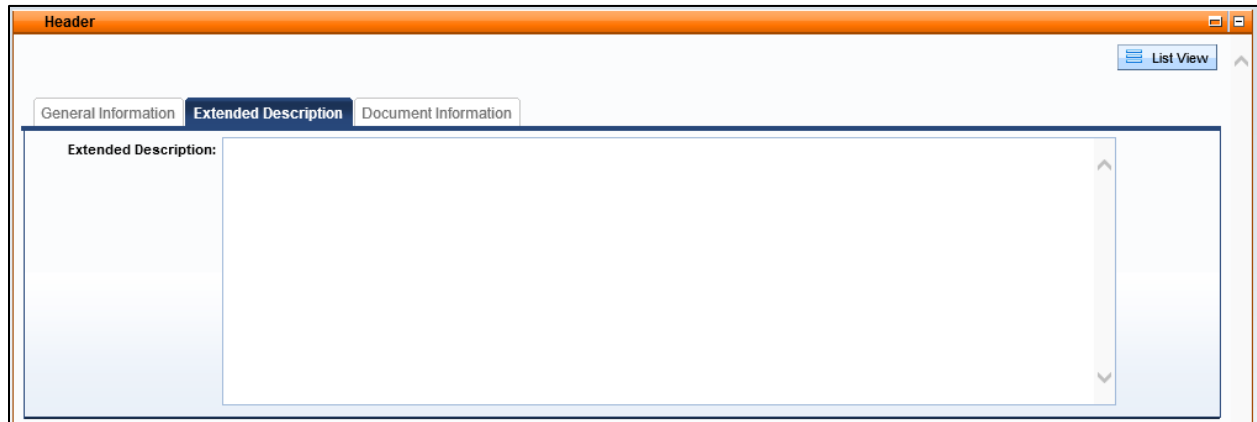
General Information Extended Description Document Information

Document Name:	<input type="text"/>	Bank Account:	BK01
Record Date:	<input type="text"/>	Cash Account:	<input type="text"/>
Budget FY:	2015	Cash Account Sub:	<input type="text"/>
Fiscal Year:	<input type="text"/>	Deposit Ticket:	<input type="text"/>
Period:	<input type="text"/>	Deposit Date:	<input type="text"/>
Document Description:	ARM02 - S2, CA	Bank Deposit Date:	<input type="text"/>
Document Total:	\$525.50	Date Transmitted for Reconciliation:	<input type="text"/>
Actual Amount:	\$525.50	Date Transmitted for Audit:	<input type="text"/>
Closed Amount:	\$0.00	Method of Deposit:	<input type="text"/>
Closed Date:	<input type="text"/>	Deposit and Bank Category:	<input type="text"/>
Original Amount:	\$525.50	Payment Type:	Cash
Total Currency:	\$0.00	Misc. Identifier:	<input type="text"/>
Total Coin:	0.00	Mail Code:	<input type="text"/>
Total Cash:	\$0.00	Escrow ID:	<input type="text"/>
Total Check:	\$0.00	Number of Checks:	1
Total Credit/Debit:	\$0.00	Central Statement Customer:	<input type="text"/>
Total EFT:	\$0.00	Central Statement BPRO:	<input type="text"/>
Total Wire Transfer:	\$0.00		
Total Payroll Deduction:	\$0.00		

Save Undo Auto Apply

Cash Receipt Header – Extended Description Tab

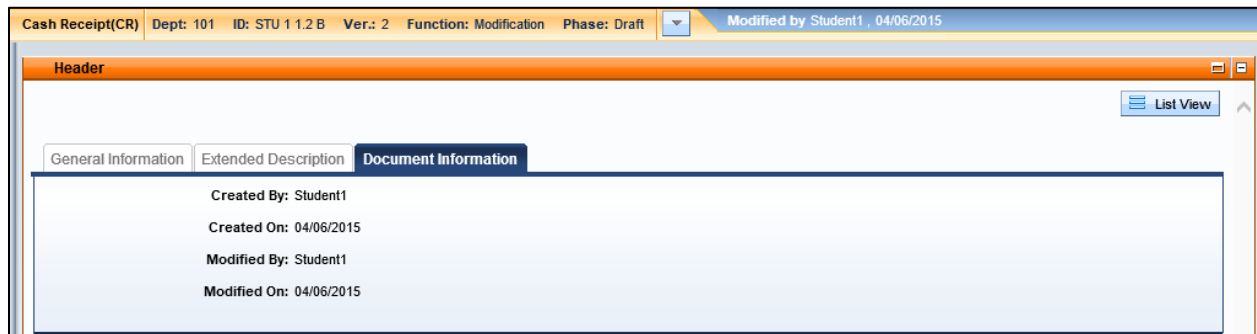
The Extended Description tab contains one large text field for entering a long description of the document or notes related to the processing of the document.



The screenshot shows a software window titled "Header" with a "List View" button in the top right corner. Below the title bar, there are three tabs: "General Information", "Extended Description" (which is selected), and "Document Information". The "Extended Description" tab contains a large, empty text area with a vertical scrollbar on the right side, intended for entering a long description.

Cash Receipt Header – Document Information Tab

The Document Information tab displays the user ID's and dates for document creation and modification.



The screenshot shows the same "Header" window, but with the "Document Information" tab selected. The top of the window displays document metadata: "Cash Receipt(CR)", "Dept: 101", "ID: STU 1 1.2 B", "Ver.: 2", "Function: Modification", "Phase: Draft", and "Modified by Student1 , 04/06/2015". The "Document Information" tab displays the following details:

- Created By: Student1
- Created On: 04/06/2015
- Modified By: Student1
- Modified On: 04/06/2015

Cash Receipt Vendor Component

The Vendor component is used to record the source of the payment, typically from an external customer. Each CR based document requires one vendor line, although more than one vendor line is permitted. On the vendor line vendor customer information will be entered.

Cash Receipt Vendor – General Information Tab

The General Information tab identifies the source of the payment. It contains the customer name, billing profile, and address information. In addition, it contains the total dollar amount of all accounting lines associated with the vendor line, the AR department, AR unit, and Auto Apply checkbox.

Cash Receipt(CR) | Dept: 101 | ID: STU 11.2 B | Ver.: 2 | Function: Modification | Phase: Draft | Modified by Student1, 04/06/2015

Vendor | Total Lines: 1 | Vendor Line: 1 | Vendor Customer: VC0000000003 | Legal Name: John Eppinett

Vendor Line	Vendor Customer	Legal Name	Line Amount	Suppress Pend Print	Payment Type
1	VC0000000003	John Eppinett	\$525.50	No	Check

From 1 to 1 Total: 1 | First | Previous | Next | Last | Go to line: | Go

List View

General Information | Payment Information | Reference Information | Payment Order | Wire Transfer

Vendor Customer: VC0000000003 | Vendor Contact ID: PC001

Billing Profile: | Vendor Contact Name: John Eppinette

Legal Name: John Eppinett | Vendor Contact Phone: (480) 938-2231

Alias/DBA: | Vendor Contact Phone Ext.: |

Traveler ID: | Vendor Contact Email: jeppinette@hotmail.com

Misc. Account: ☐ | Fax: |

Address Code: AD001 | Fax Extension: |

Address Line 1: 9192 E. San Salvador Driv | Web Address http://: |

Address Line 2: | Auto Apply: ☐

City: Scottsdale | Reserve Cr Balance: ☐

State: AZ | Line Amount: \$525.50

Zip: 85258 | Payment Type: Check

Country: USA | Suppress Pend Print: ☐

County: | Currency: 0

AR Dept: 101 | Coin: 0.00

AR Unit: ALL | Line Actual Amount: \$525.50

Cash Receipt Vendor – Payment Information Tab

The Payment Information tab contains payment date, reason for modifications, and identifies the check or EFT transaction. For Automated Clearing House (ACH) or Wire Transfer receipts, the payment type of Wire Transfer will be selected; therefore, this tab will not need to be completed.

Cash Receipt(CR) Dept: 101 ID: STU 1 1.2 B Ver.: 2 Function: Modification Phase: Draft Modified by Student1 , 04/06/2015

Vendor Total Lines: 1 Vendor Line: 1 Vendor Customer: VC0000000003 Legal Name: John Eppinett

Vendor Line	Vendor Customer	Legal Name	Line Amount	Suppress Pend Print	Payment Type
1	VC0000000003	John Eppinett	\$525.50	No	Check

From 1 to 1 Total: 1 First Previous Next Last Go to line: Go

List View

General Information **Payment Information** Reference Information Payment Order Wire Transfer

Payment Date: 10/16/2014 Reason: Check/EFT Number: 122109876 Check/EFT Date: 10/16/2014 ID Number: ID Type: NSF Fee Amount: \$0.00 NSF Check Date: Waive NSF Fee: ☐

Credit/Debit Card: Credit/Debit Card Type: Credit/Debit Card Number: Credit/Debit Card Expiration Month: Credit/Debit Card Expiration Year: Credit/Debit Card Trans Number: Credit/Debit Card Holder Name: Misc. Description 1: Misc. Description 2: Misc. Description 3:

Cash Receipt Vendor – Reference Information Tab

The Reference Information tab contains fields for specifying a reference document. For a Cash Receipt with no Receivable reference, this tab will be blank.

Cash Receipt(CR) Dept: 101 ID: STU 1 1.2 B Ver.: 2 Function: Modification Phase: Draft Modified by Student1 , 04/06/2015

Vendor Total Lines: 1 Vendor Line: 1 Vendor Customer: VC0000000003 Legal Name: John Eppinett

Vendor Line	Vendor Customer	Legal Name	Line Amount	Suppress Pend Print	Payment Type
1	VC0000000003	John Eppinett	\$525.50	No	Check

From 1 to 1 Total: 1 First Previous Next Last Go to line: Go

List View

General Information Payment Information **Reference Information** Payment Order Wire Transfer

Ref Doc Code: Ref Vendor Line: Ref Doc Dept: Ref Accounting Line: Ref Doc ID:

Cash Receipt Vendor – Payment Order Tab

The Payment Order tab contains five Priority Posting Type fields that determine the order the payment will be applied against open RE accounting lines. The order will be inferred from the Billing Profile (BPRO) or System Options (SOPT) tables, but may be overridden on the CR based document if necessary. Types of posting priorities include: Interest, Late Fee, Admin Fee, or Principal. The same priority cannot be used more than once.

The screenshot shows the 'Cash Receipt(CR)' form with the following details:

- Dept: 101 ID: STU 1 1.2 B Ver.: 2 Function: Modification Phase: Draft Modified by Student1, 04/06/2015
- Vendor: Total Lines: 1 Vendor Line: 1 Vendor Customer: VC0000000003 Legal Name: John Eppinett
- Table with 6 columns: Vendor Line, Vendor Customer, Legal Name, Line Amount, Suppress Pend Print, Payment Type. Row 1: 1, VC0000000003, John Eppinett, \$525.50, No, Check.
- From 1 to 1 Total: 1. Navigation buttons: First, Previous, Next, Last. Go to line: [] Go.
- List View button.
- Tabs: General Information, Payment Information, Reference Information, **Payment Order**, Wire Transfer.
- Payment Order fields:
 - Priority 1 Posting Type: NSF Fee
 - Priority 2 Posting Type: Late Fee
 - Priority 3 Posting Type: Admin Fee
 - Priority 4 Posting Type: Interest
 - Priority 5 Posting Type: Principal
 - Priority 6 Posting Type: Tax

Cash Receipt Vendor – Wire Transfer Tab

The Wire Transfer tab contains fields used to record information related to a wire transfer, including Wire Transfer Number, Date, Bank Name, Account and ABA Number.

The screenshot shows the 'Cash Receipt(CR)' form with the following details:

- Dept: 101 ID: STU 1 1.2 B Ver.: 2 Function: Modification Phase: Draft Modified by Student1, 04/06/2015
- Vendor: Total Lines: 1 Vendor Line: 1 Vendor Customer: VC0000000003 Legal Name: John Eppinett
- Table with 6 columns: Vendor Line, Vendor Customer, Legal Name, Line Amount, Suppress Pend Print, Payment Type. Row 1: 1, VC0000000003, John Eppinett, \$525.50, No, Check.
- From 1 to 1 Total: 1. Navigation buttons: First, Previous, Next, Last. Go to line: [] Go.
- List View button.
- Tabs: General Information, Payment Information, Reference Information, Payment Order, **Wire Transfer**.
- Wire Transfer fields:
 - Wire Transfer Number: []
 - Wire Transfer Date: []
 - ABA Number: []
 - Bank Name: []
 - Account Number: []
 - BIC or SWIFT Code: []
 - IBAN: []
 - Description: []

Cash Receipt Accounting Component

The Accounting component records the Chart of Accounts information used when posting the CR based document to the accounting journal and performing updates to the budgets. Accounting lines are created for each vendor line. Each vendor line must have at least one accounting line.

Cash Receipt Accounting – General Information Tab

The General Information tab contains descriptive fields and date information. The set of available Event Types in the pick list represent payment receipt event codes, with AR02 (Collected Earned Revenue) as the default for the CR type documents covered by this section.

Cash Receipt(CR) | Dept: 101 | ID: STU 1 1.2 B | Ver.: 2 | Function: Modification | Phase: Draft | Modified by Student1 , 04/06/2015

Accounting | Total Lines: 1 | Accounting Line: 1 | Line Amount: \$525.50

Accounting Line	Line Amount	Event Type
1	\$525.50	AR02

From 1 to 1 Total: 1 | First | Previous | Next | Last | Go to line: | Go

List View

General Information | Reference | Fund Accounting | Detail Accounting

Event Type: AR02	Budget FY: 2015
Line Type: A	Fiscal Year:
Line Type Name: PRINCIPAL	Period:
Accounting Template:	Reason:
Line Description:	Reclassification Date:
Line Amount: \$525.50	Reclassification Held: <input type="checkbox"/>
Currency:	Trip ID:
Coin:	Serial Deposit Number:
Refunded Amount: \$0.00	Foreign Currency Code:
	Foreign Currency Amount:
	Exchange Rate:
	Assessment ID:
	Tax Percentage:

Cash Receipt Accounting – Fund Accounting Tab

The Fund Accounting tab contains Chart of Accounts (COA) elements that define the budget structure or account that will be updated by the Cash Receipt. The COA data entry requirements are controlled by the Event Type entered on the accounting line.

Cash Receipt(CR) Dept: 101 ID: STU 1 1.2 B Ver.: 2 Function: Modification Phase: Draft Modified by Student1 , 04/06/2015

Accounting Total Lines: 1 Accounting Line: 1 Line Amount: \$525.50

Accounting Line	Line Amount	Event Type
1	\$525.50	AR02

From 1 to 1 Total: 1

First Previous Next Last Go to line: Go

List View

General Information Reference **Fund Accounting** Detail Accounting

Fund: 9001	Department: 101	OBSA:
Sub Fund:	Unit: 0101	Sub OBSA:
Object:	Sub Unit:	Dept Object:
Sub Object:	Appr Unit: 1010000	Dept Revenue:
Revenue: 4312	BSA:	
Sub Revenue:	Sub BSA:	

Cash Receipt Accounting – Detail Accounting Tab

The Detail Accounting tab contains decentralized Chart of Accounts (COA) elements that help to further identify the Cash Receipt and apply it to particular Location, Activity, Function, Reporting, Task, and Program codes.

Cash Receipt(CR) Dept: 101 ID: STU 1 1.2 B Ver.: 2 Function: Modification Phase: Draft Modified by Student1 , 04/06/2015

Accounting Total Lines: 1 Accounting Line: 1 Line Amount: \$525.50

Accounting Line	Line Amount	Event Type
1	\$525.50	AR02

From 1 to 1 Total: 1

First Previous Next Last Go to line: Go

List View

General Information Reference Fund Accounting **Detail Accounting**

Location:	Reporting:	Major Program:
Sub Location:	Sub Reporting:	Program:
Activity:	Task: 101000	Phase:
Sub Activity:	Sub Task:	Program Period:
Function: 1015205	Task Order:	
Sub Function:		

Cash Receipt Posting Component

The Posting component shows the accounting impact of the document. It shows values entered on the other components such as the Chart of Accounts elements, as well as many values that were not entered in the other components. No data can be entered into this section; posting lines are generated from the rest of the document data. Users can click the eye icon to expand the posting details.

The Posting component will only show the posting lines for one Accounting Line at a time. To see the Posting Lines for a different Accounting Line, click on the Accounting component, select another Accounting Line, and then click the Posting component.

6.3. Cash Receipts Data Entry

Each Cash Receipt document component requires information and/or verification. This topic describes the data entry requirements for CR based documents with a Receivable reference. To create a CR or CRTRI document, use the Document Catalog. The CACR and CRWP will not be created manually online. Regardless, all CR based documents covered by this section have nearly all the same input requirements, whether manually created online, or created offline. Differences will be highlighted throughout this section.

Cash Receipt Header

The CR document opens to the Header section, General Information tab. The following fields require data entry, regardless of whether or not the CR references another document:

- **Document Description** – Enter a description for the document
- **Document Total** – Enter the total amount to be processed on the CR. The CACR document does not require a document total.
- **Bank Account** – Enter the Bank Account code, or select the search button to locate it

Note: The Bank Account will always be BK01.
- **Record Date** – Leave this blank, the system will infer the current System Date, when the Treasurer’s Office approves the document. Utilize other dates on this page, like the Deposit Date, Bank Deposit Date, Date Transmitted for Reconciliation or Date Transmitted for Audit to capture internal dates.

Auto Apply Feature

The Header section contains the Auto Apply button which automatically creates accounting lines on the CR based document. This feature is useful when the CR based document should reference a Receivable, but the CR based document was not created using the copy forward feature or when a payment is to be applied to more than one Receivable within a Customer Account.

The Auto Apply feature builds Cash Receipt accounting lines based on the customer account or the document reference entered on the Cash Receipt vendor line. In addition to entering these details, the Auto Apply checkbox on the Vendor component General Information tab must be checked. Then the Auto Apply button located on the Cash Receipt Header component can be selected. The system will automatically build the accounting line(s) based on the order listed below:

1. If a Receivable document ID and Accounting Line are entered on the Cash Receipt Vendor Line, one Accounting Line is generated referencing the specific Receivable Accounting Line
2. If a Receivable document ID (with no reference to an accounting line) is entered on the Cash Receipt Vendor Line, appropriate accounting lines are populated
3. If no Receivable data is provided, the customer account information is used to locate open Receivable documents for referencing

In the event of partial payments, a user will enter the dollar amount on the vendor line before selecting Auto Apply. If no dollar amount is indicated, the entire open amount is inferred onto the accounting line(s). If the amount of the Cash Receipt exceeds the total outstanding Receivable balance, an additional line will be created on the Cash Receipt.

Cash Receipt Vendor

For CR based documents created from the document catalog, a new vendor line must be created by clicking the Insert New Line button in the Vendor component. Multiple Vendor lines are allowed on a Cash Receipt. The following fields on the General Information tab may require input if available based on the transaction:

- **Vendor Customer** – Enter Vendor Customer code, or select from the pick list. Select a miscellaneous customer, or leave blank for summary cash receipts.
- **Billing Profile** – Enter value or select from pick list
- **Address information** – Auto populates from the Vendor Customer code, or reference document if one exists, unless Vendor Customer type is Miscellaneous
- **Line Amount** – Enter total for this line
- **AR Dept** – Inferred from the document ID
- **AR Unit** – Auto populates based on option set for the AR Dept on the Department table. This AR Unit may need to be changed, to match the AR Unit on the Billing Profile.

- **Payment Type** – Enter or select Wire Transfer for the type of payment. The payment type will be Wire Transfer for both Automated Clearing House (ACH) Credit and Wire Transfer type receipts. Additionally, the Payment Type for the CACR document will default to Cash and can be changed to Wire Transfer.

Note: This field is required and can be inferred from Header Payment Type field.

Cash Receipt Vendor – Payment Information

For Automated Clearing House (ACH) or Wire Transfer receipts, the payment type of Wire Transfer will be selected; therefore, this tab will not need to be completed.

Cash Receipt Vendor – Reference Information

The Reference Information tab identifies the document to be liquidated, usually an RE.

Cash Receipt Vendor – Wire Transfer

Since the Payment Type selected on the General Information tab is Wire Transfer, users can provide information about the Wire Transfer on this tab.

Cash Receipt Accounting

For CR based documents without a document reference, a new accounting line must be created by first clicking the Insert New Line button. Multiple Accounting lines are allowed on a Cash Receipt. The following fields on the General Information tab require information:

- **Event Type** – Defaults to AR02. A different value may be selected from the pick list.
- **Line Type** – Defaults to A (Principal). Select the appropriate Line Type from the pick list.
- **Line Amount** – Enter an amount
- **Accounting Template** – Enter value or select from pick list if using an accounting template to populate Chart of Accounts fields with values that can be overwritten
- **Function** – Enter value or select from pick list if using a Function to populate Chart of Accounts fields with values that cannot be overwritten

Cash Receipt Accounting – Reference

Enter the necessary Chart of Accounts elements if an accounting template is not used. If an accounting template is used, Chart of Accounts elements will be populated upon Save or Validate.

Cash Receipt Accounting – Fund Accounting

The Fund Accounting tab contains Chart of Accounts (COA) elements that define the budget structure or account that will be updated by the Cash Receipt Accounting line. The COA data entry requirements are controlled by the Event Type selected on the Accounting line. Table 8 lists the Chart of Accounts Elements.

Table 8: Chart of Accounts Elements

COA Element	Notes
Fund	Required
Sub Fund	Optional
BSA (Balance Sheet Account)	Conditionally Required with Event Type posting to an asset, liability, or equity account
Object	Conditionally Required depending on Event Type
Object (Dept)	Optional
Revenue	Required unless Object is used
Revenue (Dept)	Optional field which may be required by Departments
Department	Required
Unit	Required
Appropriation Unit	Required

Cash Receipt Accounting – Detail Accounting

All fields on this tab can be entered manually if necessary, but can also be inferred from Function or Accounting Template if available.

Cash Receipt Posting

Cash Receipt posting lines will automatically be populated with information based on the information in the other sections. The information on the Cash Receipt posting lines cannot be modified.

6.4. Entering a Cash Receipt for an ACH Transaction

The State and its agencies may receive customer payments for goods or services via Automated Clearing House (ACH) credit or wire transfer. Agencies that know an incoming ACH/wire payment is on its way from a bank can prepare a Cash Receipt document in AFIS. The Cash Receipt may or may not reference an RE based document, depending on the situation. Once the Automated Clearing House (ACH) credit or wire transfer statement is received from the Treasurer's Office, it can be attached to the specific Cash Receipt document and submitted, it must be approved by the Department, and then by the Treasurer's Office.

ACTIVITY 6.4**Record an ACH Credit Cash Receipt using Auto Apply****Scenario**

You have been notified that an ACH payment in the amount of \$5,000 is being transferred from one of your customer's banks. Your task is to create an ACH credit cash receipt document once it is received and submit it for approvals. You currently have outstanding REs for this customer, use the Auto Apply feature.

Setup

- ✓ User is logged into the AFIS Home Page.

Steps

- A. Create a CR document from the Document Catalog.
 1. On the Secondary Navigation Panel, click **Search**.
 2. Click **Document Catalog**.
 3. Click **Create**.
 4. In the **Code** field, enter **CR**.
 5. In the **Dept.** field, enter the data from *your student data card*.
 6. Check the **Auto Numbering** checkbox.
 7. Click **Create**. When the document is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft. Make note of the generated:
Document ID: _____

Cash Receipt(CR)	Dept: 100	ID: 201500000229	Ver.: 1	Function: New	Phase: Draft	Modified by Student1 , 04/06/2015
------------------	-----------	------------------	---------	---------------	--------------	-----------------------------------

- B. Complete the General Information tab of the Header section.
 1. In the **Document Description** field, enter the word **Training**.
 2. In the **Document Total** field, enter **5000**.
 3. In the **Bank Account** field, enter **BK01**.
 4. In the **Deposit Date** field, enter *the current date*.

5. In the **Method of Deposit** field, select **Electronic**.

6. Click the **Open Document Navigator** icon (small arrow on left side) to switch to Document Navigator mode.
- C. Complete the General Information tab on the Vendor section.
1. Click the **Vendor** section.
 2. Click **Insert New Line** at the bottom of the section.
 3. On the **General Information** tab, select the Vendor Customer picklist.
 4. In the **Vendor/Customer** field on the picklist, enter **VC*003**. Click **Browse**.
 5. Select Vendor Customer **VC0000000003 John Eppinett**.
 6. Click **Save**.
 7. In the **Billing Profile** field, enter ST01.
 8. In the **AR Dept** field, enter the data from *your student data card*.
 9. In the **AR Unit** field, enter **ALL**.
 10. Check the **Auto Apply** checkbox.

11. In the **Line Amount** field, enter **5000**.
12. In the **Payment Type** field, select **Wire Transfer**.

Vendor

Total Lines: 1 Vendor Line: 0 Vendor Customer: VC0000000003 Legal Name:

Vendor Line	Vendor Customer	Legal Name	Line Amount	Suppress Pend Print	Payment Type
0	VC0000000003		5000	No	

From 1 to 1 Total: 1

First Previous Next Last

Go to line: Go

List View

General Information Payment Information Reference Information Payment Order Wire Transfer

Vendor Customer: VC0000000003

Billing Profile: ST01

Legal Name:

Alias/DBA:

Traveler ID:

Misc. Account: ☐

Address Code:

Address Line 1:

Address Line 2:

City:

State:

Zip:

Country:

County:

AR Dept: 100

AR Unit: ALL

Vendor Contact ID:

Vendor Contact Name:

Vendor Contact Phone:

Vendor Contact Phone Ext.:

Vendor Contact Email:

Fax:

Fax Extension:

Web Address http://:

Auto Apply: ☒

Reserve Cr Balance: ☐

Line Amount: 5000

Payment Type:

Suppress Pend Print: ☐

Currency:

Coin:

Line Actual Amount:

Save Undo Insert New Line Insert Copied Line Edit with Grid

13. Open the **Wire Transfer** tab.
14. In the **Wire Transfer Number** field, enter **123456**.
15. In the **Wire Transfer Date** field, enter **today's date**.

General Information Payment Information Reference Information Payment Order Wire Transfer

Wire Transfer Number: 123456

Wire Transfer Date: 4/3/2015

ABA Number:

Bank Name:

Account Number:

BIC or SWIFT Code:

IBAN:

Description:

D. Build the accounting lines.

1. Click the **Header** section.
2. In the bottom, right-hand corner of the section, click the **Auto Apply** button.



E. Review the generated accounting lines.

1. Click the **Accounting** component. Observe that the Accounting lines have been built. Notice that some lines reference an RE Document.
2. In the grid, click the last accounting line. This line should reflect an overpayment, with the **Event Type AR40**.

Accounting				
Total Lines: 4		Accounting Line: 4		Line Amount: \$3,500.00
Accounting Line	Line Amount	Event Type		
1	\$500.00	AR02		
2	\$500.00	AR02		
3	\$500.00	AR02		
4	\$3,500.00	AR40		
From 1 to 4 Total: 4				
<div> First Previous Next Last </div> <div>Go to line: <input type="text"/> Go</div>				

F. Submit the CR document.

1. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the **Validate** button again. If the validation is successful, the following message is displayed in the upper left corner of the screen: "**Document validated successfully.**"
2. Click the **Submit** button to submit the document for approval when all errors are resolved. If the submission is successful, the following message is displayed in the upper left corner: "**Document submitted successfully.**"
3. Click **Home** in the Primary Navigation Panel, to return to the Home page.
- 4.

6.5. Researching Cash Receipts

The cash receipt documents update several inquiry tables when they include a customer account, regardless of whether a receivable is referenced. A customer account is defined by the combination of Vendor Customer, Billing Profile, AR Department and AR Unit. This topic reviews the tables that are updated by CR based documents and tracks Customer status.

Customer Account Information (CUSTA) Table

The customer account tracks receivables, payments and other financial information. The Customer Account Information (CUSTA) table is updated by Cash Receipts (CR) based document when a customer has been entered on a document. Several fields are calculated to provide an overall perspective of the account.

Customer Account Information						
Customer	Name	Billing Profile	Department	Unit	Outstanding Balance	
✓ VC0000000003	John Eppinett	ST01	100	ALL	(\$1,450.50)	
VC000000176	Student 1 Inc.	ST01	100	ALL	\$1,200.00	
VC000000228	Instructor Inc	ST01	100	ALL	\$9,450.00	

First Prev Next Last

[Search](#)

▼ **Current Balance**

Customer :	VC0000000003	Earned Unliquidated Rec :	\$1,500.00	
Name :	John Eppinett	Earned Liquidated Rec :	\$0.00	
Billing Profile :	ST01	Earned Collected :	\$2,200.50	
Central Statement :	<input type="checkbox"/>	Unearned Unliquidated Rec :	\$0.00	
Department :	100	Unearned Liquidated Rec :	\$0.00	
Unit :	ALL	Unearned Collected :	\$0.00	
Unliquidated Amount :	\$1,500.00	Refund Unliquidated Rec :	\$0.00	
Liquidated Amount :	\$0.00	Refund Liquidated Rec :	\$0.00	
Collected Amount :	\$2,200.50	Refund Collected :	\$0.00	
Payment within Tolerance Amount :	\$0.00	Deposit Unliquidated Rec :	\$0.00	
Outstanding Balance :	(\$1,450.50)	Deposit Liquidated Rec :	\$0.00	
Written Off Amount :	\$0.00	Deposit Collected :	\$0.00	
Unreserved Credit Balance :	\$750.00	Third Party Code :		
Reserved Credit Balance :	\$0.00	Third Party Unliquidated Rec :	\$0.00	
		Third Party Liquidated Rec :	\$0.00	
		Third Party Collected :	\$0.00	

► **Credit History**

[Top](#)

[Unreserved Credit Balance](#) [Reserved Credit Balance](#)

The following fields on CUSTA are calculated to present the overall status of the customer account.

- **Un-liquidated Amount** – The total amount of unpaid bills
- **Liquidated Amount** – The total billed amount that has been paid
- **Collected Amount** – The total amount that has been paid, whether billed or not, not including advances and pre-payments
- **Outstanding Balance** – The total amount owed for the customer account. Calculated as the total amount billed, less all amounts collected (including advances and pre-payments)

- **Unreserved Credit Balance** – The total unreserved credit balance on the customer account caused by overpayments.
- **Reserved Credit Balance** - The total credit balance on the customer account that is designated for a special purpose.

Customer Information (CUSTS) Table

The Customer Information (CUSTS) table is updated by the same AR documents that update the CUSTA table. CUSTS shows a customer's activity summarized across all departments and billing profiles. The fields on CUSTS are the same as those in CUSTA.

Customer Information

Menu Back

Customer	Name	Department	Unit	Outstanding Balance
✓ VC0000000003	John Eppinett	100	ALL	(\$1,450.50)
VC0000000003	John Eppinett	101	ALL	(\$851.00)
VC0000000003	John Eppinett	102	ALL	(\$1,075.50)
VC0000000003	John Eppinett	103	ALL	(\$1,075.50)
VC0000000003	John Eppinett	104	ALL	(\$1,075.50)
VC0000000003	John Eppinett	105	ALL	(\$550.00)
VC0000000003	John Eppinett	106	ALL	\$200.00
VC0000000003	John Eppinett	107	ALL	\$200.00
VC0000000003	John Eppinett	108	ALL	\$200.00
VC0000000003	John Eppinett	109	ALL	\$200.00

First Prev Next Last

Search

Customer : VC0000000003

Name : John Eppinett

▼ Current Balance

Department : 100
Unit : ALL
Unliquidated Amount : \$1,500.00
Liquidated Amount : \$0.00
Collected Amount : \$2,200.50
Payment within Tolerance Amount :
Outstanding Balance : (\$1,450.50)
Written Off Amount : \$0.00
Unreserved Credit Balance : \$750.00
Reserved Credit Balance : \$0.00

Earned Unliquidated Rec : \$1,500.00
Earned Liquidated Rec : \$0.00
Earned Collected : \$2,200.50
Unearned Unliquidated Rec : \$0.00
Unearned Liquidated Rec : \$0.00
Unearned Collected : \$0.00
Refund Unliquidated Rec : \$0.00
Refund Liquidated Rec : \$0.00
Refund Collected : \$0.00
Deposit Unliquidated Rec : \$0.00
Deposit Liquidated Rec : \$0.00
Deposit Collected : \$0.00

► Credit History








Receivable History and Reference Query (RDET)

The Receivable History and Reference Query (RDET) displays all document activity related to a Receivable. When a cash receipt references a Receivable, it updates the RDET.

Receivable History and Reference Query						
Search First Prev Next Last						
Department : 100		Total Billed : \$1,000.00				
Unit : ALL		Total Liquidated : \$0.00				
Doc Dept : 100		Total to Collections : \$0.00				
Document ID : INST 4.4A		Total Written Off : \$0.00				
Customer : VC0000000003		Total Outstanding : \$1,000.00				
Name : John Eppinett		Closed Date :				
Accepted	Reference Document	Billed	Liquidated	Sent to Collection	Written Off	
✓ 10/22/2014	RE 100 INST 4.4A 1	\$1,000.00	\$0.00	\$0.00	\$0.00	
First Prev Next Last						
Receivable Search						

Fund Balance Detail Query (FBALDQ)

Regardless if a customer account is entered on a CR based document, this table is updated. The Fund Balance Detail (FBALDQ) table displays the Available Fund Balance. Use the respective magnifying glass icon to access the transactions that affected that balance.

Fund Balance Detail				
Fund	Sub Fund	Fund Balance	Adjusted Fund Balance	Available Fund Balance
✓ 0001	BLNK	\$0.00	\$0.00	\$0.00
1000	1000	\$0.00	(\$30,094.00)	(\$30,094.00)
1000	1003	\$0.00	\$405.98	\$405.98
1000	1004	\$0.00	\$178.58	\$178.58
1000	BLNK	\$0.00	\$70,622,420,369.27	\$70,622,420,369.27
First Prev Next Last				
Search				
Fund : 0001				
Sub Fund : BLNK				
Fund Balance : \$0.00 				
Pending Revenue Increases : \$0.00 				
Pending Revenue Decreases : \$0.00 				
Pending Expense Increases : \$0.00 				
Pending Expense Decreases : \$0.00 				
Revenue Account Balance : \$0.00 				
Expense Account Balance : \$0.00 				
Adjusted Fund Balance : \$0.00				
Fund Balance Minimum : \$0.00				
Available Fund Balance : \$0.00				
Fund Balance Detail Maintenance Fund Balance Summary				

Cash Balance Detail Query (CBALDQ)

Regardless if a customer account is entered on a CR based document, this table is updated. The Cash Balance Detail (CBALDQ) table displays the Available Cash Balance. Use the respective magnifying glass icon to access the transactions that affected that balance.


Cash Balance Detail				
Fund	Sub Fund	Cash Balance	Adjusted Cash Balance	Available Cash Balance
0001	BLNK	\$0.00	\$0.00	\$0.00
✓ 1000	1000	\$0.00	\$0.00	\$0.00
1000	1003	\$0.00	\$0.00	\$0.00
1000	1004	\$0.00	\$0.00	\$0.00
1000	BLNK	\$241,886,101.81	\$241,886,101.81	\$241,886,101.81


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[Search](#)


Fund : 1000


Sub Fund : 1000


Cash Balance : \$0.00 


Pending Increase Non-Cash : \$0.00 

Pending Decrease Non-Cash : \$0.00 

Pending Increase Cash : \$0.00 

Pending Decrease Cash : \$0.00 

Accepted Increase Non-Cash : \$0.00 

Accepted Decrease Non-Cash : \$30,094.00 

Adjusted Cash Balance : \$0.00

Cash Balance Minimum : \$0.00

Available Cash Balance : \$0.00

[Cash Balance Detail Maintenance](#) [Cash Balance Summary](#)

Lesson Summary

In this lesson:

- Identified the components of the Cash Receipt document
- Examined the process of creating a Cash Receipt document
- Created a Cash Receipt document for an ACH Credit/Wire Transfer Transaction
- Reviewed the process of researching Cash Receipts

Check Your Progress

1. ACH Transactions are processed automatically when the bank receives money.
 - a. True
 - b. False

7. Web Portal Cash Receipt Interface Documents

Learning Objectives

In this lesson you will:

- Examine the process involved in handling Web Portal Interface documents
- Review the process of researching Cash Receipts

Lesson Overview

In AFIS, there are some documents that will be generated by other systems or software processes. This type of document is called an Interface Documents.

- **Cash Receipt Web Portal Interface (CRWP)** – Cash receipt generated by Web Portal interface

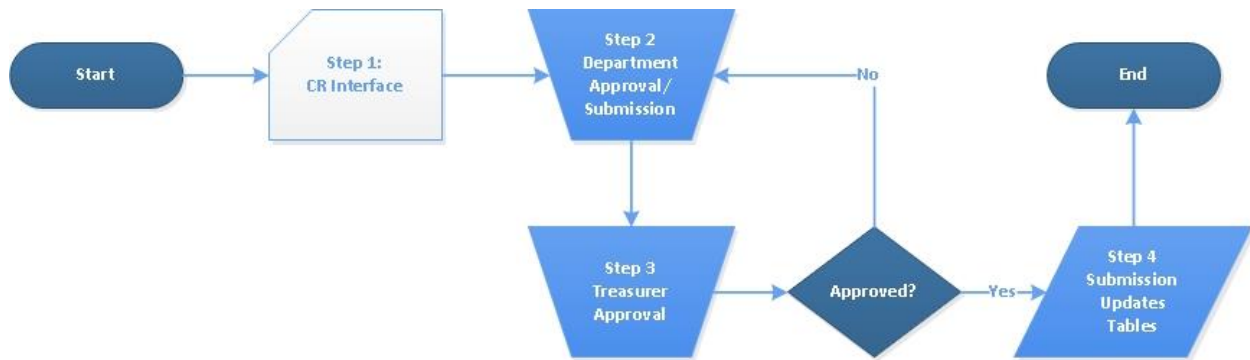
7.1. State Process Overview

The steps below describe the statewide process for the CRWP document specifically. This process is referenced in To Be ID AR-TB-015 and represented by Figure 11 below.

In addition to the statewide process below, the Treasurer’s Office has provided further guidance on the processing and delivery requirements from their Office, for deposits. This guidance is made available through the GAO Website. Besides this guidance, your agency may have additional requirements.

1. The inbound interface is loaded into the AFIS system. The General Accounting Office is monitoring the upload of files into the AFIS system.
2. The Department will review the document and submit it for approval, attaching the appropriate documentation.
3. The CR document is reviewed by an authorized State Treasurer level approver as a final review. If the approver determines the CR document has missing or incorrect data, then the CR document is rejected and returned for corrections in Step 2. If the approver determines the CR data is correct, then the CR document is approved and proceeds to the next step.
4. The CR document final submission updates the CASH and/or Customer Account Information (CUSTA) table and other associated within AFIS system.

Figure 11: Flow Chart for Interface Documents (AR-TB-015)



7.2. Researching Cash Receipts

The Cash Receipt documents update several inquiry tables. This topic reviews the tables that are updated by CR based documents.

Fund Balance Detail Query (FBALDQ)

Regardless if a customer account is entered on a CR based document, this table is updated. The Fund Balance Detail (FBALDQ) table displays the Available Fund Balance. Use the respective magnifying glass icon to access the transactions that affected that balance.


Fund Balance Detail				
Fund	Sub Fund	Fund Balance	Adjusted Fund Balance	Available Fund Balance
✓ 0001	BLNK	\$0.00	\$0.00	\$0.00
1000	1000	\$0.00	(\$30,094.00)	(\$30,094.00)
1000	1003	\$0.00	\$405.98	\$405.98
1000	1004	\$0.00	\$178.58	\$178.58
1000	BLNK	\$0.00	\$70,622,420,369.27	\$70,622,420,369.27


First Prev [Next](#) Last


[Search](#)


Fund : 0001


Sub Fund : BLNK


Fund Balance : \$0.00 


Pending Revenue Increases : \$0.00 

Pending Revenue Decreases : \$0.00 

Pending Expense Increases : \$0.00 

Pending Expense Decreases : \$0.00 

Revenue Account Balance : \$0.00 

Expense Account Balance : \$0.00 

Adjusted Fund Balance : \$0.00

Fund Balance Minimum : \$0.00

Available Fund Balance : \$0.00

[Fund Balance Detail Maintenance](#) [Fund Balance Summary](#)

Cash Balance Detail Query (CBALDQ)

Regardless if a customer account is entered on a CR based document, this table is updated. The Cash Balance Detail (CBALDQ) table displays the Available Cash Balance. Use the respective magnifying glass icon to access the transactions that affected that balance.


Cash Balance Detail					
	Fund	Sub Fund	Cash Balance	Adjusted Cash Balance	Available Cash Balance
	0001	BLNK	\$0.00	\$0.00	\$0.00
✓	1000	1000	\$0.00	\$0.00	\$0.00
	1000	1003	\$0.00	\$0.00	\$0.00
	1000	1004	\$0.00	\$0.00	\$0.00
	1000	BLNK	\$241,886,101.81	\$241,886,101.81	\$241,886,101.81


First Prev [Next](#) [Last](#)


[Search](#)


Fund : 1000


Sub Fund : 1000

Cash Balance : \$0.00 


Pending Increase Non-Cash : \$0.00 

Pending Decrease Non-Cash : \$0.00 

Pending Increase Cash : \$0.00 

Pending Decrease Cash : \$0.00 

Accepted Increase Non-Cash : \$0.00 

Accepted Decrease Non-Cash : \$30,094.00 

Adjusted Cash Balance : \$0.00

Cash Balance Minimum : \$0.00

Available Cash Balance : \$0.00

[Cash Balance Detail Maintenance](#) [Cash Balance Summary](#)

Lesson Summary

In this lesson you reviewed the process involved in handling and approving Web Portal Interface documents.

Check Your Progress

1. The Fund Balance Detail Query (FBALDQ) table is only updated when a customer account is entered on a CR based document.
 - a. True
 - b. False

8. Cash Receipt Maintenance

Learning Objectives

In this lesson, you will:

- Modify a Cash Receipt
- Cancel a Cash Receipt
- Net a Credit Balance
- Examine the Customer Refund process

Lesson Overview

CR based documents must be corrected when they contain incorrect data. This is often accomplished through a modification to the document. This lesson provides an overview on how to modify and cancel cash receipts, including an activity to reverse the liquidation of a Receivable, and reviews how to process a customer refund.

8.1. Cash Receipt Modification

State Process Overview

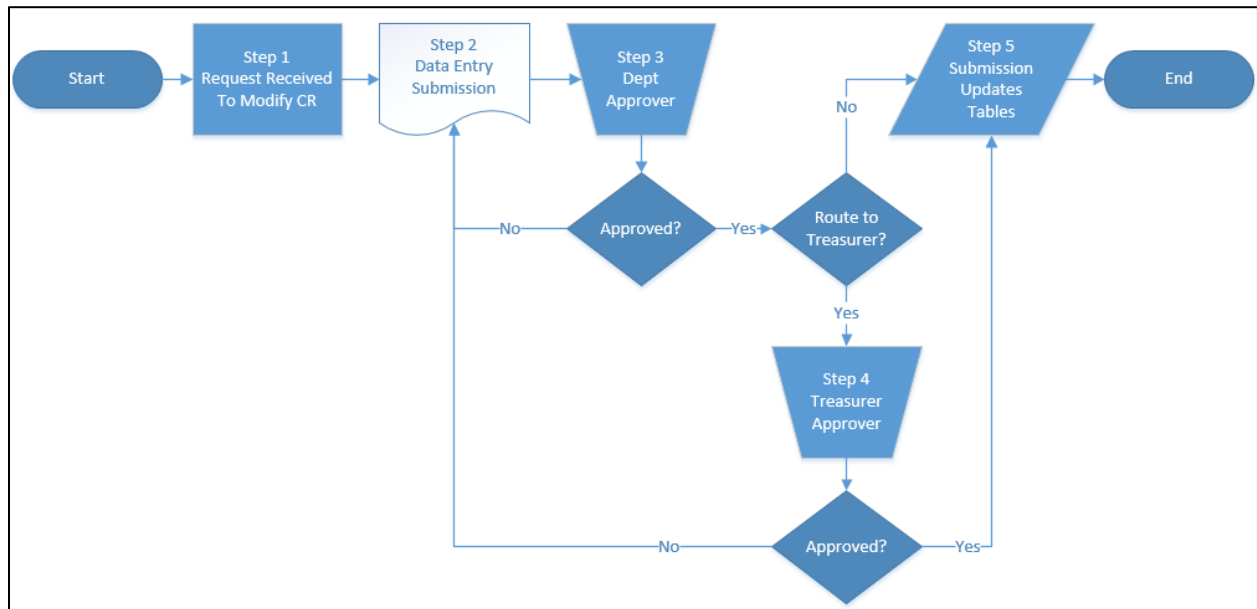
The steps below describe the statewide process. Your agency may have additional requirements. This process is referenced in To Be ID AR-TB-013 and represented by Figure 12 below.

1. The Department determines that an existing Cash Receipt (CR) document needs modification.
2. The Department is responsible for the drafting of the modified CR document in the system. The user accesses the existing CR document, makes the necessary modification (such as reclassifying unearned revenue as to earned revenue and changing the accounting distribution. Any supporting documentation may be attached to the document at this time. Upon completion of the data entry, the modified CR document is submitted and routed for approval.
3. The modified CR document and any attached documentation are reviewed, as an initial review, by an authorized Department level approver. If the approver determines the CR document has missing or incorrect data, then the CR document is rejected and returned for corrections in Step 2. Conditional route to State Treasurer if there is a net cash change, then proceed to Step 4. If the approver determines the CR data is correct and no adjustment to the amount was made, then the CR document is approved and proceeds to Step 5.
4. The modified CR document and any attached documentation are reviewed by an authorized State Treasurer level approver as a final review. If the approver determines the CR

document has missing or incorrect data, then the CR document is rejected and returned for corrections in Step 2. If the approver determines the CR data is correct, then the CR document is approved and proceeds to Step 5. It is anticipated that all modifications to the overall amount that route to the Treasurer's Office will be rejected. Cash adjustments will be processed on State Treasurer Adjustment (STADJ) document by the Treasurer's Office.

5. The CR document final submission updates the CASH and other associated tables within AFIS.

Figure 12: Flow Chart for Cash Receipt Modification – Department (AR-TB-013)



Modify a Cash Receipt

Cash Receipts that are in the final phase may need to be changed for many reasons, such as to correct the Event Type, document reference, accounting elements, or net a credit balance. These changes can be processed through a modification. Some values on a final CR cannot be modified, such as the chart of account elements related to a referenced document, since these elements are inferred. In cases where there are errors in fields that cannot be modified, the document may be corrected by using an AFIS transfer document. AFIS transfer documents are covered in the General Accounting training.

Most changes to the Cash Receipt are accomplished by reducing the accounting line containing the error to zero, then creating a new line with the correct values. New lines may also be added to the document through a modification. Lines can be deleted from the document by changing the Line Amount to zero. When changing the value of the accounting lines, a corresponding change must be applied to the Vendor line and to the Header Document Total field.

ACTIVITY 8.1**Modify a CR****Scenario**

A \$750 payment collected was recorded incorrectly. The Cash Receipt was recorded using the wrong Check Date. Modify the Cash Receipt to fix this error.

Setup

- ✓ User is logged into the AFIS Home Page.

Steps

- A. Locate the CR from the Document Catalog.
 1. Click **Search**.
 2. Click **Document Catalog**.
 3. In the **Code** field, enter **CR**.
 4. In the **Dept** field, enter the data from *your student data card*.
 5. In the **ID** field, enter the data from *your student data card*.
 6. Click the **Browse** link. The CR document is displayed in the grid below.
 7. Click the CR Document ID link, which corresponds to the data from *your student data card*.

- B. Modify the Cash Receipt document.
 1. Click **Edit**. A new version of the document is displayed. It has the same ID number but an incremented Version number. Notice that the new document is in Draft Modification phase.

2. Click the **Open Document Navigator** icon (small arrow on left side) to switch to Document Navigator mode.
- C. Update the Vendor line.
 1. Click the **Vendor** component.

2. Click the **Payment Information** tab.
3. Click the **Reason** field pick list.
4. Click the select link that corresponds to **Reclass** (note, you may need to click the next link if this code is not on the first page).
5. Enter the correct Check/EFT Date, use today's date.

The screenshot shows the 'Payment Information' tab in the AFIS system. The 'Payment Date' is set to 10/07/2014. The 'Reason' is set to RECLASS. The 'Check/EFT Number' field is empty. The 'Credit/Debit Card' field is empty. The 'Credit/Debit Card Type' field is empty. The 'Credit/Debit Card Number' field is empty.

- D. Submit the CR document.
 1. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the **Validate** button again. If the validation is successful, the following message is displayed in the upper left corner of the screen: "**Document validated successfully.**"
 2. Click the **Submit** button to submit the document for approval when all errors are resolved. If the submission is successful, the following message is displayed in the upper left corner: "**Document submitted successfully.**"
 3. Click **Home** in the Primary Navigation Panel, to return to the Home Page.

Effects of Cash Receipt Modification

Since the previous activity just made a change to the Check/EFT Date, the CR modification will contain the details of the change. However, if a CR based document modification is made, there may be updates to the information recorded in various places, like the CUSTA table.

Revenue Reclassification

Revenue can be automatically reclassified from unearned revenue Event Type to earned revenue Event Type by entering the Reclassification Date on a modification document. When the modification is submitted, another modification will be created through the future document triggering process to record the change. Placing a check in the Reclassification Held checkbox will cause the generated modification to be held on the document catalog.

Alternatively, revenue can be manually reclassified by using the following steps.

Steps

1. Use the Document Catalog to locate the Cash Receipt that needs to be reclassified.
2. Select and open the Cash Receipt.
3. Click **Edit**. A new version of the CR is created.
4. Expand the Vendor line, set the Line Amount to **\$0**.
5. Expand the Accounting line, set the Line Amount to **\$0**.
6. The Reason is set to **Reclassification**.

7. Insert a new line into the Vendor section.
8. The Auto Apply method is used by first checking the box on the Vendor line and entering the payment information and/or reference information on their respective tabs.
9. Then click the **Auto Apply** button on the Header line.
10. Enter the Fund code for the Accounting Line of Vendor 2.
11. Validate and Submit the Cash Receipt.

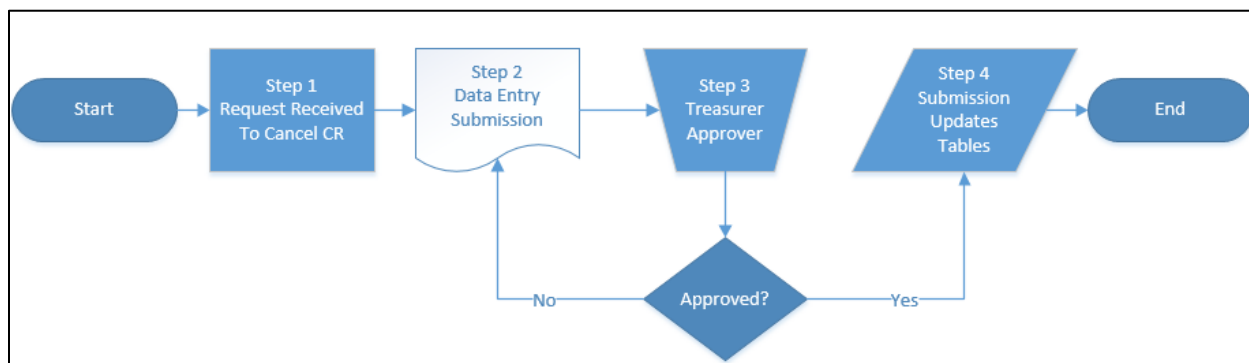
8.2. Cash Receipt Cancellation

There are times when CR based Documents must be discarded or cancelled, such as when errors in data entry have been made. The process varies depending on the document status. Cancellations for Final status documents are handled only by the Treasurer's Office, when necessary.

State Process Overview

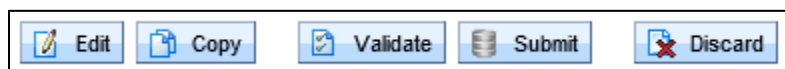
The steps below describe the statewide process for cancelling a Cash Receipt that is in a Final status. This process is referenced in To Be ID AR-TB-016 and represented by Figure 13 below.

1. State Treasurer determines that a Cash Receipt (CR) document needs to be cancelled.
2. State Treasurer is responsible for drafting the Cancel CR document within AFIS. Any supporting documentation may be attached to the document at this time. Upon completion of the data entry, the CR document is submitted and routed for approval.
3. The cancelled CR document and any attached documentation are reviewed by an authorized State Treasurer level approver as a final review. If the approver determines the CR document should not be cancelled, then the CR document is rejected and returned to Step 2. If the approver determines that CR document can be cancelled, then the CR document is approved and proceeds to the next step.
4. The CR document final submission will back out the updates made by the original CR document, which can result in reopening a referenced Receivable (RE) or Referral to Collection Agency (CL) document.

Figure 13: Flow Chart for Cash Receipt Cancellation – Treasurer (AR-TB-016)

Discard a Draft CR Document

The Discard feature is used to close and remove draft documents completely from the system.



ACTIVITY 8.2.1

Discard a Draft CR Document

Scenario

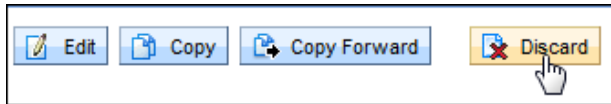
You need to remove a draft version of a CR from the system.

Setup

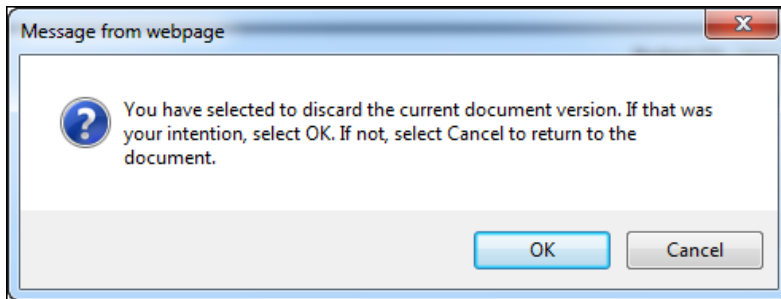
- ✓ User is logged into the AFIS Home Page.

Steps

- A. Locate the CR from the Document Catalog.
 1. Click **Search**.
 2. Click **Document Catalog**.
 3. In the **Code** field, enter **CR**.
 4. In the **ID** field, enter the data from **your student data card**.
 5. Click **Browse**. The CR document is displayed in the grid below.
 6. Click the **CR Document ID** link.
- B. Discard the Cash Receipt document.
 1. Click **Discard**.



2. A message prompt will appear to confirm the action.



3. Click **OK** to close the draft version and remove it from the system.

C. Return to the Home page.

1. Click **Home** in the Primary Navigation Panel, to return to the Home Page.

Cancel a Finalized CR Document

The discard feature is also used to cancel a finalized document. Cancelling a finalized document will reverse the accounting impact and customer tracking updates, but unlike a draft version, the document will remain in the system. For example, the Treasurer's Office might cancel a CR based document if a duplicate cash receipt has been processed. Using the Discard feature on a CR based document in Final status will create a Cancellation Draft version of the document.

Cash Receipt(CR)	Dept: 101	ID: STU 1 1.2B	Ver.: 2	Function: Cancellation	Phase: Draft	Modified by Student1 , 04/06/2015
------------------	-----------	----------------	---------	------------------------	--------------	-----------------------------------

Once a Treasurer Approver clicks Submit on the Draft Cancellation version, the CR based document will route to a Treasurer Approver. Once a cancelled document has been approved and finalized, it cannot be reinstated. Cancelling a document will reverse the accounting impact of the original document. If a Cancellation is done in error, and the Cancellation version is approved/submitted, a new CR based document will need to be created.

Note: To discard a document in Pending status, the document must first be rejected from the workflow.

ACTIVITY 8.2.2

Cancel a Cash Receipt

Scenario


As a Treasurer's Office user, you need to cancel a Cash Receipt document that is in Final status.

Setup

- ✓ User is logged into the AFIS Home Page.

Steps

- A. Locate existing Cash Receipt (CR) document in the Document Catalog.
 1. Click **Search**.
 2. Click **Document Catalog**.
 3. In the **Code** field, enter **CR**.
 4. In the **Dept** field, enter the data from *your student data card*.
 5. In the **ID** field, enter the data from *your student data card*.
 6. Click the **Browse** link. Your document is returned in the grid.
 7. In the grid, click the **Document ID** link. If more than one document is present, select the document in Final phase.
- B. Create a Draft Cancellation version of the CR.
 1. Click the **Discard** button.
 2. In the pop-up message box that appears, click **OK**.
 3. A new version of the document is displayed. It has the same ID number but an incremented version number.

Cash Receipt(CR)	Dept: 101	ID: STU 1 8.2.2	Ver.: 2	Function: Cancellation	Phase: Draft		Modified by Student1 , 04/06/2015
------------------	-----------	-----------------	---------	------------------------	--------------	---	-----------------------------------

 4. Observe that the new document is in the Draft Cancellation phase. Most fields are disabled in this version.
- C. Submit the Draft Cancellation document.
 1. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the **Validate** button again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **"Document validated successfully."**
 2. Click the **Submit** button to submit the document for approval when all errors are resolved. If the submission is successful, the following message is displayed in the upper left corner: **"Document submitted successfully."**
 3. Click **Home** in the Primary Navigation Panel to return to the Home Page.

8.3. Net a Credit Balance

Credit Balances are maintained at the customer account level. There are two types of credit balances, an Unreserved Credit Balance (normally from overpayment) and a Reserved Credit Balance (normally from prepayment).

You have already seen how to create a Cash Receipt modification which can be used to reduce a credit balance and reapply an overpayment or a prepayment. If a customer has a credit balance that needs to be reduced or eliminated, a refund can be processed manually.

8.4. Customer Refund

When a customer has a credit balance, the customer may be eligible for a refund. Credit balances can be reviewed on the Customer Account Information Table (CUSTA), the Unreserved Credit Balance (UCBD) and the Reserved Credit Balance (RCBD) tables.

Steps

1. The refund is processed using the Revenue Refund Payment Request (GAXR1) document with the AP10 (Authorize Collected Revenue Refund) Event Type.
2. The GAXR1 accounting line will include a memo reference to the cash receipt that posted the credit balance.
3. The GAXR1 may be created manually, or a batch process can create the GAXR1 documents when the Automatic Refund to Customer of Credit Balance checkbox is checked on the Billing Profile (BPRO) table.

Lesson Summary

In this lesson, you:

- Modified a Cash Receipt
- Cancelled a Cash Receipt
- Learned how to Net a Credit Balance
- Reviewed how to process a Customer Refund

Check Your Progress

2. The incorrect RE document was referenced on a CR on one line of a CR (other lines are correct). How do you correct this?
 - a. Modify the CR and delete the line with the error.
 - b. Modify the CR, and change the Line Amount of the Accounting Line with the erroneous reference to \$0.00.
 - c. Cancel the RE document.
 - d. Cancel the CR document.
3. Due to a clerical error, you needed to modify a CR. You can change chart of account elements on a line that references an RE.
 - a. True
 - b. False
4. A Reserved Credit Balance is usually due to an overpayment so it can be automatically netted.
 - a. True

b. False

9. Cash Receipt Adjustments

Learning Objectives

In this lesson, you will:

- Review the State Treasurer Reconciling Adjustment process
- Review the Department Treasurer Reconciling Adjustment Modification process

Lesson Overview

This lesson is intended to serve as a broad overview of the cash reconciliation adjustment process so that users are familiar with the documents involved in the correction of reconciled cash receipts.

9.1. State Treasury Cash Adjustment

Reconciling Adjustments can be created by the Treasurer's Office. They are used for cash adjustments.

The Event Types used with a STADJ are:

- ARS1 – Unfavorable Deposit Adjustment
- ARS2 – Favorable Deposit Adjustment
- ARS3 – NSF Receivable
- ARS4 – Credit Card Unfavorable Adjustment (Fees and Chargebacks)
- ARS5 – Credit Card Favorable Adjustment

A document called the State Treasurer Adjustment (STADJ) document is used to manually record a reconciling adjustment. Once created, the updates can be verified by looking up the Accounting Journal (JACTG).

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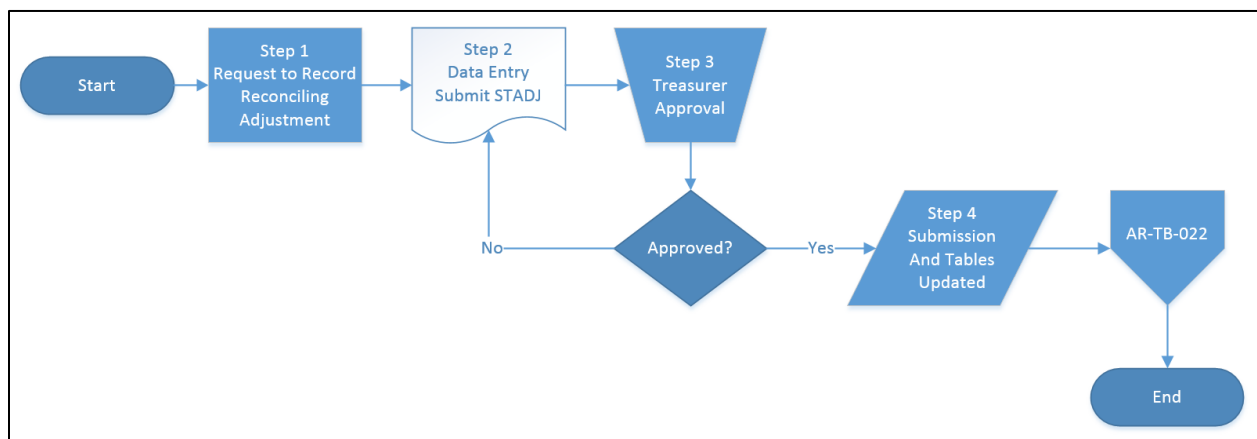
▪

State Process Overview

The steps below describe the statewide process, performed by the Treasurer’s Office. This process is referenced in To Be ID AR-TB-021 and represented by Figure 14 below.

1. The State Treasurer determines that the cash reconciling adjustment was received for an unknown agency CR document.
2. The State Treasurer is responsible for drafting the State Treasurer – Treasury Adjustment (STADJ) document in the system. The STADJ document allows the State Treasurer to record the reconciling adjustment to a default accounting distribution until the Department reclassifies the information. Any supporting documentation may be attached to the document at this time. Upon completion of the data entry, the STADJ document is submitted and routed for approval.
3. The STADJ document and any attached documentation are reviewed by an authorized State Treasurer level approver. If the approver determines the STADJ document has missing or incorrect data, then the STADJ document is rejected and returned for corrections in Step 2. If the approver determines that the STADJ document is correct, then the STADJ document is approved and proceeds to the next step.
4. The STADJ document final submission updates the associated tables within AFIS.

Figure 14: Process for Creating a Reconciling Adjustment – State (AR-TB-021)



9.2. Department Treasury Cash Adjustment

The other type of adjustment is done at the Department level. Generally, once a State Treasurer Adjustment (STADJ) document is used to process a reconciling adjustment, the Department determines

a course of action and processes a Department Adjustment (DADJ) document which clears the STADJ document and also updates the Accounting Journal (JACTG) table.

The Event Types used with a DADJ are:

- ARD1 – Unfavorable Deposit Adjustment – Revenue Source (use in conjunction with STADJ event type ARS1)
- ARDA – Unfavorable Deposit Adjustment – Object (use in conjunction with STADJ event type ARS1)
- ARD2 – Favorable Deposit Adjustment – Revenue Source (use in conjunction with STADJ event type ARS2)
- ARDB – Favorable Deposit Adjustment – Object (use in conjunction with STADJ event type ARS2)
- ARD3 – Write Off NSF Receivable – Revenue Source (use in conjunction with ARS3)*
- ARD4 – Write Off NSF Receivable – Object (use in conjunction with ARS3)*
- ARD6 – Credit Card Unfavorable Adjustment – Revenue Source (use in conjunction with ARS4)
- ARD7 – Credit Card Unfavorable Adjustment – Object (use in conjunction with ARS4)
- ARD8 – Credit Card Favorable Adjustment (use in conjunction with ARS5)

*Additional State Policy considerations. Review the State of Arizona Accounting Manual, AR Policy.

The Copy Forward feature can be used from the STADJ document to create the DADJ document. The DADJ is then submitted for approval. To verify that the reconciling adjustment has been created successfully users can look it up using the Accounting Journal (JACTG).

An STADJ document processed for a NSF can also be cleared on a Cash Receipt document using event type NSF Deposit with a Revenue Source (ARC1) and NSF Deposit without a Revenue Source (ARC2).

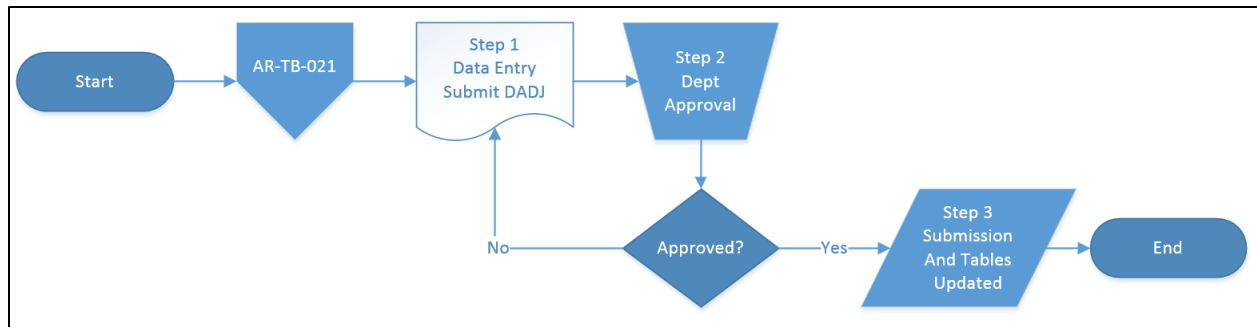
State Process Overview

The steps below describe the statewide process. Your agency may have additional requirements. This process is referenced in To Be ID AR-TB-022 and represented by Figure 15 below.

1. The Department determines that the State Treasurer's reconciling adjustment needs to be reclassified. The department is responsible for drafting the modified Department – Treasury Adjustment Clearing (DADJ) document in the system. The user accesses the existing STADJ document, using the copy forward feature the STADJ is used to reclassify the reconciling adjustment. Any supporting documentation may be attached to the document at this time. Upon completion of the data entry, the modified DADJ document is submitted and routed for approval.
2. The DADJ document and any attached documentation are reviewed by an authorized Department level approver. If the approver determines the DADJ document has missing or incorrect data, then the DADJ document is rejected and returned for corrections in Step 1. If

- the approver determines that the DADJ document is correct, then the DADJ document is approved and proceeds to the next step.
3. The DADJ document final submission updates the associated tables within AFIS.

Figure 15: Process for Modifying a Reconciling Adjustment – Department (AR-TB-022)



Lesson Summary

This lesson provided a brief overview of the adjustment process used by the State and Department Treasuries.

Check Your Progress

1. A State Treasurer Adjustment requires a Journal Voucher (JVIN) document, to manually record a reconciling adjustment. Once created, the updates can be verified by looking up the Accounting Journal (JACTG).
 - a. True
 - b. False

10. Cash Receipt Reporting

Learning Objectives

In this lesson, you will:

- Review reports for Cash Receipt tracking

Lesson Overview

AFIS includes several reports for monitoring Cash Receipt activities.

Cash Receipt Reports

The key reports needed to support the AFIS Cash Receipts business processes are listed below. Included with some of the reports are the data elements (prompts) that are available.

AFIS Reports

Aging by Customer, by Department, and Past Due Report - The report contains a listing of aging receivables sorted by fund, department, and vendor/customer. The report also contains information such as invoice number, invoice date, and payment due dates. The outstanding amounts are grouped by the number of days overdue: 0 to 30 days, 31 to 60 days, 61 to 90 days, over 90 days, and over 1 year.

RSRC Summary Report - The Revenue Source Summary Report is used to track all accounts receivable revenue transactions during a user-defined date range. The Revenue Source Summary Report will be organized into uncollected revenue, written-off revenue, and collected revenue.

Aging Receivables Report - The Aging Receivables Report classifies outstanding Receivables by the amount of time they are overdue. On the report, the Receivables can be classified as not due, 0-30 days overdue, 31-60 days overdue, 61-90 days overdue and over 90 days overdue. The Receivables with no due date are attributed to the No Due Date column.

infoAdvantage Reports

- **FIN-AZ-AM-N338** - Monthly and Yearly Receipts Comparison Report - Provide ability to easily generate a report that compares monthly receipts to receipts for that month in the previous year and year-to-date receipts to the previous year.
- **FIN-AZ-AR-C035-RDD** - Open Items - Accounts Receivable - Report is a detailed listing of open Accounts Receivable documents
- **FIN-AZ-AR-N183-RDD** - Accounts Receivables Status Report
- **FIN-AZ-AR-N185-RDD** - Customer History Report - Year to Date - This report provides detailed customer history for receivable and related activities
- **FIN-AZ-AR-N337-RDD** - Invoice Aging by Department and Fund - This report lists Aged Receivables by Fund and Department

- **FIN-AZ-DEBT-N379** - Loan Outstanding Summary - This report shows the Loan Instrument Outstanding Summary in terms of Outstanding Principal out of the Total Loan Amount and the Outstanding Interest as on given date. In addition, it also shows the loan terms specific information like Loan Amount, Total Principal Paid, Total Interest Paid, and the Net Payment Amount including Other Amounts as on given date. Report can be broken down at Responsible Department and Debt type, to list multiple loan instrument associated with a specific Department.
- **FIN-AZ-AR-N396** - Open Items - Accounts Receivable - Report is a detailed listing of open Accounts Receivable documents with a fiscal period cutoff. This report is cumulative through APD (Accounting Period Prompt).
- **FIN-AZ-AR-N461** - Treasurer Deposit Report - This report displays treasurer deposits for all CRs approved for "Approval date".
- **FIN-AZ-CM-N363** – Revenue Analysis - Provide a cash flow analysis tool that can be utilized to generate cash projections and 'what if' analysis, including the following: Allow an Agency to combine multiple line items and apply projection parameters such as: change in billing/paying cycle from monthly to quarterly; change in tax rates; etc.

Lesson Summary

In this lesson, you:

- Reviewed reports for Cash Receipt tracking

Appendix

ANSWER KEYS

Below are answer keys for the Check Your Progress quizzes found at the end of each lesson.

Lesson 2

1. b. False. A user may select any one of the allowable Event Type codes for a document to fit the specific business process. Section 2.2 Cash Receipt Event Types
2. b. False. Decentralized COA elements are configured by at the department level and may be optional. Section 2.3 Chart of Accounts (COA)

Lesson 3

1. b. A CR is able have more than one vendor line. Section 3.2 Cash Receipt Document Components
2. c. Vendor component Section 3.3 Cash Receipts Data Entry
3. d. None of the above Section 3.3 Cash Receipts Data Entry
4. b. False Section 3.5 Cash Receipt From Document Template

Lesson 4

1. b. False Section 4.4 Enter a Cash Receipt with a Receivable Reference
2. b. False Section 4.4 Enter a Cash Receipt with a Receivable Reference
3. d. All of the above Section 4.10 Researching Cash Receipts

Lesson 5

1. c. AR32 Section 5.4 Entering a Cash Receipt for a Vendor Refund

Lesson 6

1. b. False Section 6.4 Entering a Cash Receipt for an ACH Transaction

Lesson 7

1. b. False Section 7.2 Researching Cash Receipts

Lesson 8

1. b. Modify the CR, and change the Line Amount of the Accounting Line with the erroneous reference to \$0.00. Section 8.1 Cash Receipt Modification
2. b. False. Section 8.1 Cash Receipt Modification
3. b. False. Section 8.4 Customer Refund

Lesson 9

1. b. False Section 9.1 State Treasury Cash Adjustment